

Appendix B: Obligation to Report Data Breaches

INFORMATION TO BE PROVIDED IN THE EVENT OF A DATA LEAK

INFORMATION ABOUT DATA LEAK

Provide a summary of the incident in which there has been a breach of the security of Personal Data:

For how many persons has Personal Data been involved in the breach?
(Fill in numbers of persons)

Minimal Maximum

Specify the group of persons whose Personal Data has been involved in the breach:

When did the breach occur?
(Select one of the following options and provide information where necessary.)

Precisely on (date)

Between (date) and (date)

Not yet known

When was the breach discovered?

Date

Time

What is the nature of the breach?
(You can check more than one option.)

- Read (confidentiality)
- Copied
- Altered (integrity)
- Removed or deleted (availability)
- Stolen
- Not yet known

What type of Personal Data is concerned?
(You can check more than one option.)

- Name and address details
 - Telephone numbers
 - E-mail addresses or other addresses for electronic communication
 - Access or identification details
 - Financial data
 - Citizen Service Number [*Burgerservicenummer*, "BSN"]
 - Copies of passports or other identity documents
 - Gender, date of birth, and/or age
 - Special Personal Data
 - Other data, namely:
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What consequences can the breach have for the personal privacy of the Data Subjects concerned?
(*You can check more than one option.*)

- Stigmatisation or exclusion
 - Damage to health
 - Exposure to fraud/identity fraud
 - Exposure to spam or phishing
 - Other consequences, namely:
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FOLLOW-UP ACTION IN RESPONSE TO DATA LEAK

Specify the technical and organisational measures that your organisation has taken to deal with the breach and to prevent further breaches:

PROTECTION MEASURES

Was the personal data encrypted, hashed, or otherwise incomprehensible or inaccessible to unauthorised persons at the point when the data leak was discovered?

- Yes

- No

Partly, namely:

If the Personal Data had been rendered completely or partially incomprehensible or inaccessible, in what way was that done?

(Answer this question if you chose the option "Yes" or "Partly, namely" in response to the previous question. If you used encryption, please explain the encryption method.)

Encryption method:

INTERNATIONAL ASPECTS

Does the infringement concern persons in other EU countries?
(Select one of the following options)

Yes

No

Not yet known