

DATA BREACH NOTICE FORM

DATA BREACH NOTICE (articles. 33 e 34 of GDPR 2016/679 and “Whereas” no. 85)

Personal data breaches must be documented, even when it is not necessary to notify the Supervisory Authority and communicate them to the Data Subjects.

If the data breach could cause risks for the freedoms of the Data Subjects, the data breach must be notified to the Supervisory Authority within 72 hours and in cases of high gravity to the Data Subjects.

Where notification is required, the relevant documentation must be provided to the Supervisory Authority in the event of an investigation.

The information relating to presumed data breach must be communicated with utmost urgency to the Data Controller, the Privacy Contact Person or at the address basisplant.privacy@basisgroup.com

Name of person making the notice:

Telephone number:

e-mail address:

Company/Department:

Where did the data breach happen? (Specify if it occurred as a result of lost devices or lost portable media)

Short description of the event:

Date of the event:

- Between _____ and _____
- At a time not yet defined
- It is possible that it is still ongoing

Name of database/databases or archives, including paper files, which have been breached:

Type of data breach:

- Reading (presumably data were not copied)
- Copy (the data are still present on the Data Controller’s system)
- Alteration (data are present on systems but they have been altered)
- Erasure (the data are no longer on the Data Controller’s systems and, presumably, they are not available even to those who have implemented the breach)
- Theft (data are no longer on the Data Controller’s systems but, presumably, they are available to those who have implemented the breach)
- Other: _____

Device subject to the breach:

- Computer
- Network
- Account
- Mobile device
- File or part of a file
- Backup tool
- Paper document
- Other: _____

Short description of the data processing or storage systems involved, including their location:

How many people are damaged by data breach?

- No. _____ people
- No. _____ people (estimated)
- Unknow number of people (yet)

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Type of data subject to breach:

- Personal data/ tax code
- Access and identification data (username, password, IP addresses, other)
- Data relating to children
- Personal data that could reveal racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties or trade unions
- Economic-financial data (e.g.: credit card number)
- Genetic data
- Health and sex life data
- Data relating to criminal convictions and offences
- Biometric data
- Yet unknown
- Other _____

Level of gravity of the breach (assessment required, where possible):

- Low
- Medium
- High

Technical and organisational measures applied to data subject to a breach (if applied):

Technological and organizational measures already taken to limit the data breach (if applied)::

Notice date:

Signature of the person making the notice: