

# PERSONAL DATA BREACH NOTIFICATION FORM

CONTROLLERS FROM NON EU COUNTRIES, SUBMIT TO [BRECHAS@AEPD.ES](mailto:BRECHAS@AEPD.ES)

CLEAN FORM

## 1. DATA CONTROLLER IDENTIFICATION

NAME :

VAT NUMBER:  PHONE NUM.:  EMAIL:

ADDRESS:  ZIP:

REGION:  CITY:  COUNTRY:

SCOPE:  PRIVATE  PUBLIC

TYPE OF COMPANY:

FREELANCE OR MICROENTERPRISE (LESS 10 WORKERS.)  SME

LARGE COMPANY  OTHERS

SECTOR OF ACTIVITY:   
(CHOOSE A SECTOR OF ACTIVITY FROM THE LAST PAGE)

## 2. DATA PROCESSING IDENTIFICATION

IS THERE ANOTHER ORGANISATION INVOLVED IN THIS DATA BREACH?  YES  NO (TO BE FILLED WHEN APPLICABLE)

NAME:

VAT NUMBER:  PHONE NUM.:  EMAIL:

ADDRESS:  ZIP:

REGION:  CITY:  COUNTRY:

SCOPE:  PRIVATE  PUBLIC

## 3. DATA PROTECTION OFFICER IDENTIFICATION OR PERSON OF CONTACT

IS THERE A DPO DESSIGNATED BY THE DATA CONTROLLER?  YES  NO

TO BE FILLED WHEN APPLICABLE

NAME

ID NUMBER:  PHONE NUM.:  EMAIL:

ADDRESS:  ZIP:

REGION:  CITY:  COUNTRY:

SCOPE:  PRIVATE  PUBLIC

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## 4. DATA OF NOTIFICATION

PURPOSE OF THE NOTIFICATION	
<input type="radio"/> NOTIFY A NEW PERSONAL DATA BREACH <input type="radio"/> MODIFY A PRELIMINARY NOTIFICATION TO PROVIDE MORE INFORMATION	
WHEN APPLICABLE DATA OF THE PRELIMINARY NOTIFICATION TO BE MODIFIED	
INPUT REGISTER:	DATE:
<input type="text"/>	<input type="text"/>

## 5. ABOUT THE DATA PROCESSING

HOW LONG HAS BEEN THE PROCESSING AFFECTED BY THE BREACH ONGOING?	
<input type="radio"/> OCCASIONAL OR VERY LIMITED IN TIME <input type="radio"/> BETWEEN 1 AND 5 YEARS	<input type="radio"/> LESS THAN 1 YEAR <input type="radio"/> MORE THAN 5 YEARS
APPROXIMATE NUMBER OF NATURAL PERSONS WHOSE PERSONAL DATA IS COLLECTED, STORED OR PROCESSED IN ANY OTHER WAY, REFERRING EXCLUSIVELY TO THE PROCESSING ACTIVITY AFFECTED BY THE PERSONAL DATA BREACH	<input type="text"/>
THE PROCESSING ACTIVITY AFFECTED BY THE BREACH INCLUDES PERSONAL DATA ABOUT INDIVIDUALS:	
<input type="radio"/> ONLY IN SPAIN, CITY/LOCAL LEVEL <input type="radio"/> ONLY IN SPAIN, REGIONAL/AUTONOMICAL LEVEL <input type="radio"/> ONLY IN SPAIN, NATIONAL LEVEL <input type="radio"/> INTERNATIONAL/WORLDWIDE LEVEL	<input type="radio"/> IN ONE MEMBER STATE (EU), BUT NOT IN SPAIN <input type="radio"/> TWO OR MORE MEMBERS STATES (EU) <input type="radio"/> TWO OR MORE MEMBERS STATES (EU) AND THIRD COUNTRIES

## 6. ABOUT THE BREACH AND ITS CONSEQUENCES

CAUSE:		
<input type="radio"/> ACCIDENTAL OR NON MALICIOUS ACT <input type="radio"/> UNKNOWN INTENTIONALITY	<input type="radio"/> MALICIOUS ACT, TO DAMAGE THE DATA CONTROLLER, DATA PROCESSOR OR DATA SUBJECTS	
ORIGIN:		
<input type="radio"/> INTERNAL: STAFF OR SYSTEMS MANAGED BY DATA CONTROLLER <input type="radio"/> EXTERNAL: OTHERS, UNRELATED TO DATA CONTROLLER OR DATA PROCESSOR	<input type="radio"/> INTERNAL: STAFF OR SYSTEMS MANAGED BY DATA PROCESSOR	
HOW DID THE BREACH OCCUR? SEVERAL OPTIONS CAN BE SELECTED:		
<input type="checkbox"/> VERBAL UNAUTHORIZED DISCLOSURE OF PERSONAL DATA <input type="checkbox"/> INCORRECT DISPOSAL OF PERSONAL DATA ON PAPER <input type="checkbox"/> PERSONAL DATA DELETED/DESTROYED <input type="checkbox"/> UNINTENDED PUBLICATION <input type="checkbox"/> CYBERINCIDENT: ENCRYPTED DEVICE / RANSOMWARE <input type="checkbox"/> TECHNICAL ISSUE	<input type="checkbox"/> PAPER LOST OR STOLEN OR LEFT IN INSECURE LOCATION <input type="checkbox"/> PERSONAL DATA SENT BY MISTAKE (POSTAL OR ELECTRONICALLY) <input type="checkbox"/> ABUSE OF ACCESS PRIVILEGES BY EMPLOYEE TO EXTRACT, FORWARD OR COPY PERSONAL DATA <input type="checkbox"/> SENDING EMAIL TO MULTIPLE RECIPIENTS WITHOUT BLIND COPY / DISTRIBUTION LIST <input type="checkbox"/> CYBERINCIDENT: PHISHING / USER ACCOUNT COMPROMISED <input type="checkbox"/> UNAUTHORIZED DATA MODIFICATION	<input type="checkbox"/> MAIL LOST OR OPENED <input type="checkbox"/> PERSONAL DATA DISPLAYED TO WRONG RECIPIENT <input type="checkbox"/> E-WASTE (PERSONAL DATA STILL PRESENT ON OBSOLETE DEVICE) <input type="checkbox"/> DEVICE LOST OR STOLEN <input type="checkbox"/> CYBERINCIDENT: UNAUTHORIZED ACCESS TO PERSONAL DATA IN IT SYSTEMS

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<b>AS A RESULT OF THE INCIDENT HAS BEEN AFFECTED:</b>		
<input type="checkbox"/> CONFIDENTIALITY: PERSONS OR ORGANIZATIONS THAT ARE NOT AUTHORIZED, OR DO NOT HAVE A LEGITIMATE PURPOSE FOR ACCESSING THE DATA, HAVE BEEN ABLE TO ACCESS AND/OR EXTRACT IT.		
<input type="checkbox"/> AVAILABILITY: PERSONAL DATA HAVE BEEN DESTROYED, LOST OR ENCRYPTED SO THAT THEY CANNOT BE PROCESSED		
<input type="checkbox"/> INTEGRITY: PERSONAL DATA HAVE BEEN ALTERED, STILL ACCESSIBLE, BUT THE REPLACEMENT OF DATA MAY RESULT IN DAMAGED TO THE PERSONS CONCERNED		
<b>ONLY FOR CONFIDENTIALITY BREACH. IS THE DATA SECURELY ENCRYPTED, ANONYMIZED OR PROTECTED SO THAT IT IS UNINTELLIGIBLE TO ANYONE WHO MAY HAVE HAD ACCESS, OR INDIVIDUALS CANNOT BE IDENTIFIED?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>ONLY FOR AVAILABILITY BREACH. HAS THE AVAILABILITY OF THE DATA BEEN RESTORED SO THAT IT CAN BE PROCESSED AS USUAL?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> NOT YET, BUT SOON
<b>ONLY FOR INTEGRITY BREACH. SELECT THE MOST APPROPRIATE OPTION</b>		
<input type="radio"/> DATA ALTERED, BUT WITH NO EVIDENCE OF ILLEGAL OR WRONG USE	<input type="radio"/> DATA ALTERED WRONG OR ILLEGALLY USED, BUT WITH THE POSSIBILITY OF REVERSING/RECOVERING THE DAMAGES	<input type="radio"/> DATA ALTERED WRONG OR ILLEGALLY USED, WITHOUT POSSIBILITY OF REVERSING/RECOVERING DAMAGES
<b>CONSEQUENCES FOR INDIVIDUALS?</b>		
<input type="checkbox"/> LIMITATION OF THEIR RIGHTS	<input type="checkbox"/> INABILITY TO ACCESS A SERVICE	<input type="checkbox"/> IDENTITY THIEF
<input type="checkbox"/> PHISHING / SPAMMING VICTIM	<input type="checkbox"/> FINANCIAL LOSS	<input type="checkbox"/> DAMAGE TO REPUTATION
<input type="checkbox"/> LOSS OF CONFIDENTIALITY OF PERSONAL DATA AFFECTED BY PROFESSIONAL SECRET	<input type="checkbox"/> PSYCHOLOGICAL OR PHYSICAL DAMAGE	<input type="checkbox"/> LOSS OF CONTROL OVER THEIR PERSONAL DATA
<input type="checkbox"/> OTHER	<input type="checkbox"/> STILL UNKNOWN	
<b>HOW COULD THE CONSEQUENCES AFFECT INDIVIDUALS?</b>		
<input type="radio"/> DATA SUBJECTS MAY FACE VERY SIGNIFICANT OR EVEN IRREVERSIBLE CONSEQUENCES THAT THEY CANNOT OVERCOME (SOCIAL EXCLUSION OR MARGINALISATION, FINANCIAL DIFFICULTIES SUCH AS CONSIDERABLE DEBTS OR INABILITY TO WORK, LONG-TERM PSYCHOLOGICAL OR PHYSICAL AILMENTS, DEATH, ETC.). IRREVERSIBLE DAMAGE TO FUNDAMENTAL RIGHTS AND PUBLIC FREEDOMS		
<input type="radio"/> DATA SUBJECTS MAY ENCOUNTER MAJOR INCONVENIENCES THAT THEY WILL BE ABLE TO OVERCOME DESPITE SOME DIFFICULTIES (ADDITIONAL COSTS, DENIAL OF ACCESS TO COMMERCIAL SERVICES, FEAR, LACK OF UNDERSTANDING, STRESS, MINOR PHYSICAL AILMENTS, ETC.).		
<input type="radio"/> DATA SUBJECTS WILL NOT BE AFFECTED OR MAY ENCOUNTER SOME INCONVENIENCES THAT THEY WILL OVERCOME WITHOUT ANY PROBLEM (TIME FOR RE-ENTRY OF INFORMATION, DISCOMFORT, IRRITATION, ETC.).		
<input type="radio"/> DATA SUBJECTS MAY FACE SIGNIFICANT CONSEQUENCES, WHICH THEY SHOULD BE ABLE TO OVERCOME, ALBEIT WITH SERIOUS DIFFICULTIES (EMBEZZLEMENT, BLACKLISTING BY BANKS, DAMAGE TO PROPERTY, LOSS OF JOB, COURT SUMMONS, WORSENING HEALTH, ETC.). REVERSIBLE DAMAGE TO FUNDAMENTAL RIGHTS AND PUBLIC FREEDOMS		
<input type="radio"/> STILL UNKNOWN		
<b>AS OF THE DATE OF THIS NOTIFICATION, IS THERE EVIDENCE THAT ANY OF THE CONSEQUENCES IDENTIFIED IN THE PREVIOUS QUESTION HAVE BEEN CARRIED OUT?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	
<b>IF IT HAS NOT YET CARRIED OUT. WHAT IS THE ASSESSMENT OF THE PROBABILITY OF IT CARRY OUT FOR THE DATA SUBJECTS?</b>		
<input type="radio"/> IMPROBABLE	<input type="radio"/> LOW	<input type="radio"/> HIGH
<input type="radio"/> VERY HIGH	<input type="radio"/> UNKNOWN	

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**SUMMARY OF THE INCIDENT.** BRIEF DESCRIPTION OF WHAT HAPPENED AND THE CONCRETE MEASURES TAKEN TO MINIMISE DAMAGE TO DATA SUBJECTS. DO NOT INCLUDE PERSONAL DATA AND FORMULAS LIKE "See attached". IN NO CASE MAY WHAT IS WRITTEN HERE IMPLY A MODIFICATION OF WHAT IS STATED IN THE REST OF THE FORM.

## 7. TYPE OF DATA CONCERNED

SELECT THE TYPES OF DATA THAT HAVE BEEN AFFECTED, ONLY OF NATURAL PERSONS, CHECK ALL APPLICABLE OPTIONS		
<input type="checkbox"/> BIOMETRIC DATA	<input type="checkbox"/> BASIC DATA SUBJECT IDENTITY (NAME, SURNAME, DATE OF BIRTH)	<input type="checkbox"/> RELIGIOUS OR PHILOSOPHICAL BELIEFS
<input type="checkbox"/> IMAGES (PHOTO / VIDEO)	<input type="checkbox"/> NATIONAL IDENTIFICATION NUMBER	<input type="checkbox"/> CRIMINAL CONVICTIONS
<input type="checkbox"/> TRADE UNION MEMBERSHIP	<input type="checkbox"/> ECONOMIC OR FINANCIAL DATA (WITHOUT PAYMENT METHODS)	<input type="checkbox"/> PAYMENT METHODS (CREDIT CARDS, ETC.)
<input type="checkbox"/> SEX LIFE OR SEXUAL ORIENTATION DATA	<input type="checkbox"/> LOCATION DATA	<input type="checkbox"/> CONTACT DETAILS
<input type="checkbox"/> DATA REVEALING RACIAL OR ETHNIC ORIGIN	<input type="checkbox"/> PROFILING DATA (I.E: SOCIAL NETWORK, CREDIT RATING, PSYCHOLOGY, ETC.)	<input type="checkbox"/> HEALTH DATA (ONLY FOR EMPLOYEES, ESSENTIAL DATA FOR AN EMPLOYMENT RELATIONSHIP)
<input type="checkbox"/> HEALTH DATA (OTHER HEALTH DATA)	<input type="checkbox"/> POLITICAL OPINIONS	<input type="checkbox"/> GENETIC DATA
<input type="checkbox"/> USER CREDENTIALS (USER,PASSWORD)		

## 8. PROFILE OF THE DATA SUBJECTS

Referred exclusively to natural persons. In terms of data subjects, those who are legal persons, whether they are customers, suppliers or any other relationship that the data controller may have with them do not count as data subjects..

<b>ARE THERE MINORS AMONG THOSE AFFECTED?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>AMONG THOSE AFFECTED, ARE THERE MEMBERS OF VULNERABLE GROUPS SUCH AS SURVIVORS OF GENDER-BASED VIOLENCE OR RISK OF SOCIAL EXCLUSION?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN

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PROFILES OF THE DATA SUBJECTS:	
<input type="checkbox"/> CUSTOMERS / CITIZENS	<input type="checkbox"/> STUDENTS/PUPILS
<input type="checkbox"/> PATIENTS	<input type="checkbox"/> SUBSCRIBERS / POTENTIAL CUSTOMERS
<input type="checkbox"/> MILITARY / POLICE	<input type="checkbox"/> EMPLOYEES
<input type="checkbox"/> USERS	<input type="checkbox"/> AFFILIATE / MEMBERS
<input type="checkbox"/> OTHERS	
IN TOTAL, HOW MANY PEOPLE HAVE HAD THEIR DATA AFFECTED BY THE BREACH? (IF YOU DO NOT KNOW THE EXACT VALUE, PLEASE GIVE AN APPROXIMATE VALUE) (PLEASE GIVE A FIGURE GREATER THAN ZERO)	
<input style="width: 150px; height: 20px;" type="text"/>	

## 9. CROSS BORDER NOTIFICATIONS

ARE THERE OTHER EU COUNTRIES CONCERNED BY THE BREACH?							
<input type="radio"/> YES		<input type="radio"/> NO		<input type="radio"/> UNKNOWN			
WHEN APPLICABLE, SELECT COUNTRIES WITH CONCERNED DATA SUBJECT (C), NUMBER OF DATA SUBJECTS BY COUNTRY AND THOSE COUNTRIES IN WHICH THE BREACH HAS BEEN NOTIFIED (N) TO OTHER CONCERNED SUPERVISORY AUTHORITY							
COUNTRY	(C)	(N)	NUMBER OF DATA SUBJECTS	COUNTRY	(C)	(N)	NUMBER OF DATA SUBJECTS
AUSTRIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	IRELAND	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
BELGIUM	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	ITALY	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
BULGARIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	LATVIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
CROATIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	LITHUANIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
CYPRUS	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	LUXEMBOURG	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
CZECHIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	MALTA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
DENMARK	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	NETHERLANDS	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
ESTONIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	POLAND	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	PORTUGAL	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
FINLAND	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	ROMANIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	SLOVAKIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
GREECE	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	SLOVENIA	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>
HUNGARY	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	SWEDEN	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>

## 10. TIMELINE OF DATA BREACH

INDICATE DATE OF DETECTION, UNDERSTOOD AS THE DATE ON DATA CONTROLLER BECOMES AWARE THAT PERSONAL DATA HAVE BEEN AFFECTED BY THE INCIDENT	<input style="width: 100px; height: 20px;" type="text"/>
IS BEGINNING DATE KNOWN? WHEN APPLICABLE, INDICATE DATE	<input style="width: 100px; height: 20px;" type="text"/>
<input type="radio"/> ACTUAL <input type="radio"/> ESTIMATED <input type="radio"/> UNKNOWN	
MEANS OF DETECTION	
<input type="radio"/> DATA CONTROLLER OR PROCESSOR OWN DETECTION MEANS	<input type="radio"/> WARNING FROM ANY MEMBER OF DATA CONTROLLER OR DATA PROCESSOR
<input type="radio"/> SOCIAL MEDIA	<input type="radio"/> THIRD PARTIES
	<input type="radio"/> COMMUNICATION FROM AFFECTED DATA SUBJECT
	<input type="radio"/> OTHERS

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## 11. MEASURES IN PLACE BEFORE THE BREACH

<b>SELECT PREVENTATIVE MEASURES IMPLEMENTED IN THE ORGANIZATION</b> (MUST BE ABLE TO PROVIDE EVIDENCE OF THE MEASURES SELECTED IN RESPONSE TO A POSSIBLE REQUEST FROM THE SUPERVISORY AUTHORITY.)		
<input type="checkbox"/> DATA PROTECTION AND INFORMATION SECURITY POLICIES	<input type="checkbox"/> DATA PROTECTION AND SECURITY TRAINING AT THE APPROPRIATE LEVEL	<input type="checkbox"/> UP-TO-DATE IT SYSTEMS
<input type="checkbox"/> INCIDENT LOG	<input type="checkbox"/> PERIODIC AUDITS	<input type="checkbox"/> PHYSICAL ACCESS CONTROL
<input type="checkbox"/> LOGICAL ACCESS CONTROL	<input type="checkbox"/> LEVELS OF ACCESS TO DATA	<input type="checkbox"/> DATA ENCRYPTION
<input type="checkbox"/> BACKUP / RECOVERY PLAN	<input type="checkbox"/> ANONYMISATION	<input type="checkbox"/> NONE OF THE ABOVE
<b>COULD THE BREACH HAVE BEEN AVOIDED WITH ANY ADDITIONAL SECURITY MEASURES?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>WAS THE INCIDENT CAUSED BY A FAILURE, DEFICIENCY OR BREACH OF THE MEASURES IMPLEMENTED?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>IS THERE A DOCUMENTED RISK ANALYSIS JUSTIFYING SECURITY MEASURES TAKEN PRIOR TO THE INCIDENT?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	

## 12. ACTIONS TAKEN BY THE CONTROLLER AFTER THE INCIDENT

<b>WHEN APPLICABLE, HAS THE INCIDENT LOG BEEN UPDATED WITH INFORMATION ON THIS PERSONAL DATA BREACH?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>WHEN APPLICABLE, HAVE NEW SECURITY MEASURES BEEN TAKEN AFTER THE INCIDENT THAT COULD HAVE PREVENTED THE BREACH?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>WHEN APPLICABLE, HAVE SECURITY POLICIES AND PROCEDURES BEEN ADAPTED OR IMPROVED?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>WHEN APPLICABLE, SELECT ONLY NEW OR UPDATED SECURITY MEASURES:</b>		
<input type="checkbox"/> DATA PROTECTION AND INFORMATION SECURITY POLICIES	<input type="checkbox"/> DATA PROTECTION AND SECURITY TRAINING AT THE APPROPRIATE LEVEL	<input type="checkbox"/> UPDATED IT SYSTEMS
<input type="checkbox"/> INCIDENT LOG	<input type="checkbox"/> PERIODIC AUDITS	<input type="checkbox"/> PHYSICAL ACCESS CONTROL
<input type="checkbox"/> LOGICAL ACCESS CONTROL	<input type="checkbox"/> LEVELS OF ACCESS TO DATA	<input type="checkbox"/> DATA ENCRYPTION
<input type="checkbox"/> BACKUP / RECOVERY PLAN	<input type="checkbox"/> ANONYMISATION	<input type="checkbox"/> NONE OF THE ABOVE
<b>WHEN APPLICABLE, HAS THE INCIDENT BEEN REPORTED TO THE POLICE/JUDICIAL AUTHORITIES AS A CRIMINAL OFFENCE?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	
<b>HAVE ALL POSSIBLE ACTIONS BEEN TAKEN AND IS THE BREACH RESOLVED?</b>		
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> UNKNOWN
<b>WHEN APPLICABLE, INDICATE THE DATE ON WHICH THE BREACH WAS RESOLVED</b>		<input type="text"/>

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## 13. COMMUNICATION TO DATA SUBJECTS

The communication to the data subject shall describe in clear and plain language the nature of the personal data breach, should include details of what happened, as well as contact details of where to direct towards for further information, the possible consequences of the breach on data subject, the steps taken to resolve the breach and the measures taken and proposed to minimise the negative impact of the breach.

HAS THE BREACH BEEN COMMUNICATED TO THE DATA SUBJECTS IN THE TERMS DESCRIBED ABOVE?			
<input type="radio"/> YES	<input type="radio"/> NO, BUT THEY WILL BE INFORMED	<input type="radio"/> THEY WILL NOT BE INFORMED	<input type="radio"/> NOT YET DEFINED
WHEN APPLICABLE, DATE OF WHEN INFORMATION WAS GIVEN TO DATA SUBJECTS:			<input type="text"/>
WHEN APPLICABLE, NUMBER OF DATA SUBJECTS INFORMED:			<input type="text"/>
WHEN APPLICABLE, MEANS OF COMMUNICATION USED OR ENVISAGED TO INFORM TO DATA SUBJECTS:			
<input type="checkbox"/> BY TELEPHONE OR VERBALLY	<input type="checkbox"/> COMMUNICATION ADDRESSED PERSONALLY TO DATA SUBJECT (POST, EMAIL, SMS OR SIMILAR)		
<input type="checkbox"/> PUBLIC ANNOUNCEMENT OR PUBLICATION ON CORPORATE WEBSITE	<input type="checkbox"/> COMMUNICATION ADDRESSED PERSONALLY TO DATA SUBJECT (POST, EMAIL, SMS OR SIMILAR) WITH READ AND DELIVERY CONFIRMATION		
<input type="checkbox"/> DISSEMINATION IN THE MEDIA			
WHEN APPLICABLE, REASON FOR NOT INFORMING DATA SUBJECT:			
<input type="radio"/> THERE IS NO HIGH RISK TO THEIR RIGHTS AND FREEDOMS	<input type="radio"/> THERE IS NO ACTION THAT THEY CAN TAKE TO MITIGATE THE DAMAGE.		
<input type="radio"/> VERY HIGH REPUTATIONAL DAMAGE TO THE ORGANISATION	<input type="radio"/> COMMUNICATION INVOLVES AN EXCESSIVE EFFORT		
<input type="radio"/> NOT TO INTERFERE WITH AN ONGOING POLICE/COURT INVESTIGATION	<input type="radio"/> OTHER		

## 14. DOCUMENTS ATTACHED

It is not necessary to attach any documentation other than the data requested in this form. If necessary, the Supervisory Authority will request additional information.

<input type="checkbox"/> DOCUMENTATION IS ATTACHED TO PROOF THE REPRESENTATION OF THE DATA CONTROLLER OR ITS AUTHORISATION TO NOTIFY THE PERSONAL DATA BREACH TO THE SUPERVISORY AUTHORITY
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## 15. COMPLETE NOTIFICATION OR BY STAGES

SELECT THE OPTION MOST APPROPRIATE TO THE SITUATION OF THE DATA CONTROLLER AT THE TIME OF NOTIFICATION
<input type="radio"/> THIS NOTIFICATION CONTAINS ALL THE INFORMATION THAT THE DATA CONTROLLER HAS BEEN ABLE TO GATHER REGARDING THE DATA BREACH. FOR ALL INTENTS AND PURPOSES, THE SUPERVISORY AUTHORITY CAN CONSIDER THIS NOTIFICATION AS COMPLETE AND NO FURTHER INFORMATION IS FORESEEN.
<input type="radio"/> THIS NOTIFICATION IS PRELIMINARY FOR THE PURPOSES OF COMPLYING WITH THE NOTIFICATION PERIOD ESTABLISHED IN THE GDPR. COMPLEMENTARY INFORMATION SHALL BE NOTIFIED WITHIN 30 DAYS. OTHERWISE, THE SUPERVISORY AUTHORITY SHALL CONSIDER THIS NOTIFICATION AS COMPLETE.

## Information clause on data protection:

Personal data will be processed by the Spanish Data Protection Authority and incorporated into the processing activity

“Management of personal data breaches”, the purpose of which is the management and evaluation of the notification of personal data breaches.

Purpose based on compliance with legal obligations that the General Data Protection Regulation / General

Telecommunications Law imposes on the Spanish Data Protection Authority.

Personal data may be communicated to the CERT (Computer Emergency Response Team) of the National Cryptologic

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Center (CCN), to the State Security Forces and Bodies, to the European Data Protection Committee, to the Data Protection Authorities of the European Union, and the network of computer security incident response teams ("CSIRT network"), created by Directive (EU) 2016/1148 on measures to ensure a high common level of security for networks and information systems in the Union.

The data will be kept for the time necessary to fulfill the purpose for which they have been collected and to determine the possible responsibilities that may arise from said purpose and the processing of the data. The regulations on archives and Spanish documentary heritage will apply.

You can exercise your rights of access, rectification, erasure and portability of your data, to restriction and object to its treatment, as well as not being the subject of automated individual decision-making, when appropriate, against the Spanish Data Protection Authority, C / Jorge Juan, 6, 28001- Madrid or at the email address [dpd@aepd.es](mailto:dpd@aepd.es)

## Sector of activity of the data controller

1	Activities of business, professional and employers' organisations	20	Technical inspection of vehicles and other technical analyses
2	Postal and courier activities	21	Professional, scientific and technical activities (R&D)
3	Activities related to food, beverages and tobacco products	22	Machinery and means of transport
4	Social services activities	23	Mutual societies collaborating with social security organisations
5	Different personal service activities	24	Organisation of fairs, exhibitions, congresses and other related activities
6	Real estate activities	25	Production of consumer goods
7	Legal activities, notaries and registrars	26	Direct advertising
8	Political, trade union or religious activities	27	Health
9	Gambling and betting activities	28	Electricity, gas, steam and air conditioning supply
10	Agriculture, forestry, animal breeding, hunting and fishing	29	Security
11	Associations and clubs	30	Private insurance
12	Trade (Commerce)	31	Human Resource selection
13	eCommerce and online services	32	Telecommunication services
14	Residents' association	33	IT services
15	Construction	34	Rating and credit standing
16	Accounting, auditing and tax consultancy	35	Transportation
17	Education	36	Tourism and food service activities
18	Banking and financial institutions	37	Other service activities
19	Chemical and pharmaceutical industry		