

NOTIFICATION OF A DATA BREACH ACCORDING TO ART. 33, 34 GDPR

WHERE DID THE DATABREACH HAPPEN?

Area	Help	Duty?
Name of the person in charge	Name of the entity concerned (e.g. company, practice, authority, association)	Yes
Street and house number	Street and house number	Yes
Postal code	Postal code	Yes
Location	Location	Yes
Website	URL address	No
Name of the reporting person	Name of the person reporting the data breach to the supervisory authority	Yes
Function of the person reporting to the person responsible		Yes
E-mail-adress of the reporting person		Yes
Telephone no. of the reporting person		Yes

WHAT HAS HAPPENED?

Area	Help	Duty?
Description of the data breach	Please describe the incident as precisely as possible. Where did the incident happen? Who was involved? How did you learn about it? Has the responsible organization already been informed? Which third parties have become aware or had the opportunity to become aware?	Yes
Time of the incident	Please enter the date when the data breach happened	Yes
Time of discovery of the incident	Please enter when you noticed the data breach or you were informed about it.	Yes
What types of data are affected?	Naming of data categories such as employee data, customer data, bank connection data, health data, etc.	Yes
The data of how many people are involved?	If the number of people affected cannot or could not be accurately determined, please provide an estimated upper limit	Yes
How many personal records are involved?	Mention of the (at least approximate) number of data sets affected by the data breach	Yes
What do you think are the likely consequences of the personal data breach?	The probable or already occurred adverse consequences for the persons concerned (e.g., unauthorized account debits, identity theft, damage to reputation/image, danger to existence, danger to life, exposure, identity theft, disclosure of secrets) must be listed.	Yes

WHICH GENERAL MEASURES BY THE RESPONSIBLE PERSON HAVE BEEN TAKEN OR ARE PROPOSED?

Area	Help	Duty?
What countermeasures have you already initiated, and what further countermeasures are planned?	Please explain in detail the countermeasures taken or still planned with regard to the specific incident and the goal of preventing such incidents in the future.	Yes
In your opinion, do you have an obligation to notify the data subjects (Art. 34 GDPR)?	Yes / No?	Yes
If no: Please give reasons for your decision	Why is there no obligation to notify in this case?	Yes
If yes: How and when were (are) the affected persons notified and what countermeasures did you recommend to them?	Please indicate here: - When were or will the affected parties be informed about the incident? - In what way were or will the affected parties be informed? - What specific countermeasures did you recommend to the affected parties?	Yes

OTHER NOTIFICATIONS TO THE SUPERVISORY AUTHORITY

Area	Help	Duty?
How would you like to be informed about the progress of your notification?	Mail, email encrypted...	No
If you have contacted other authorities in parallel, to whom?	Please enter institution(s) if applicable	Yes

Have criminal charges been filed?	Have criminal charges been filed? If yes, please tell us the department concerned and the file number	Yes
Other hint		No