

[Your name]
[Street, address]
[City]
[Country]

[Place, date]

[Name of recipient]
[Street, address]
[City]
[Country]
[email]

Data breach notification

Dear Mr/Ms [Name],

Dear member,

We are writing to notify you about a breach of security to our data base which might involve personal data relating to our members.

What happened?

On June 12, 2018, we became aware of unauthorised access to our database of portal accounts.

What data was involved?

The affected database contains information relating to [*approximately 50 of our members using our services through a portal accounts (categories and approximate number of data subjects concerned)*] and includes [*name, email address, date of birth, phone number, etc. (categories of data involved)*].

What are the likely consequences?

The breach of security is likely to have the following consequences [*unauthorized access and theft of personal data related to members*].

We acted immediately on becoming aware of this issue and are working with leading data and technology security experts to determine the nature and scope of the issue, investigate how this incident occurred and to take the necessary steps to ensure that an incident of this nature does not happen again.

This template is provided as an example only and needs in any case to be adapted to the specific circumstances of the case. It does not dispense you from a comprehensive analysis of the circumstances of the case, where appropriate with the assistance of a legal counsel.

We are taking the following steps:

- We are acting immediately to notify members and to provide them with information on how they can protect their data;
- We are recommending member that they should change their account passwords;
- As a precaution, we have taken the sites offline and suspended access to the database, pending the ongoing review;
- We are continuing to enhance and reinforce our systems to detect and prevent unauthorised access to user information.

We remain at your disposal for further information. Please contact [*name, function, contact details*].

Yours sincerely,

[*Your name*]

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