National Data Protection Authority (ANPD) - Personal Data Security Incident Notification Form*

Communication

Type of Communication:

☐Complete.

☐Partial.

For partial communication:

☐Preliminary.

☐Complementary.

Criteria for communication:

☐ The security incident can lead to relevant risk or damage to data subjects.

☐ I am not certain about the level of risk associated with the security incident.

Data Processing Agent

The notifying party is:

☐A data controller.

☐A data processor.

If you are a data processor, please inform if the data controller has already been notified: [Answer]

Data Processing Agent (controller or processor):

Individual or company taxpayer registration (CPF/CNPJ) number: *[●]*

Name or Company Name: *[●]*

Nature of the Organization (Public or Private): [Answer]

Address: [Answer]

City: [Answer]

State: *[Answer]*

Postal Code (CEP): *[Answer]*

Telephone number: *[Answer]*

E-mail: *[Answer]*

Notifying Party's data:

Name: *[Answer]*

E-mail: *[Answer]*

Telephone number: *[Answer]*

Data Protection Officer's data:

☐Same data as the notifying party.

Name: *[Answer]*

E-mail: *[Answer]*

Telephone number: *[Answer]*

Security Incident

Briefly describe how the personal data security incident occurred.
[Answer]

When did the incident occur?

[Date and time]

☐ I have no knowledge of it. Justify: *[Answer]*

☐ I am not certain. Justify: *[Answer]*

When did the organization become aware of the security incident?

[Date e time]

Please describe how the organization became aware of the security incident.

[Answer]

If the initial reporting of the incident was not communicated within the suggested timeframe of two business days after the incident was detected, please indicate the reasons.
[Answer]

If the incident was not reported immediately after you became aware of it, please indicate the reasons for the delay.

[Answer]

What is the nature of the affected data?

☐ Racial or ethnic origin.

☐ Religious belief.

☐ Political opinion.

☐ Union affiliation.

☐ Membership of a religious, philosophical or political organization.

☐ Health related data.

☐ Personal data of a sexual nature.

☐ Genetic or biometrical data.

☐ Official identity documents (e.g. ID number, CPF number or driver's license number).

☐ Financial data.

☐ Usernames or passwords for information systems.

☐ Geolocation data.

Others: *[Answer]*

How many data subjects were affected?

[Answer]

Which categories apply to the affected data subjects?

☐ Employees

☐ Service Providers

☐ Clients

☐ Consumers

☐ Users

☐ Healthcare Patients

☐ Children or adolescents

Others: *[Answer]*

Security measures for data protection

What security measures, either technical or administrative, were taken to prevent the recurrence of the security incident?

[Answer]

What security measures, either technical or administrative, were taken after the security incident was made known?

[Answer]

What security measures, either technical or administrative, have been or will be taken to reverse or mitigate the effects of losses suffered by data subjects due to the security incident?

[Answer]

Has the data controller conducted a personal data protection impact assessment?
[Answer]

Risks related to the security incident

What are the likely consequences of the security incident for the affected data subjects?

Answer

In your assessment, is the incident likely to have cross-border consequences for the affected data subjects?

Answer

Communication to data subjects

Have the data subjects been notified about the personal data security incident?

☐Yes

☐No

☐Uncertain

Please provide details.

Answer

If the affected data subjects have not yet been notified, what are the reasons for not communicating or delaying communication?

Answer

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