BREACH REPORT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(location)

|  |  |  |
| --- | --- | --- |
| **Personal data of the person reporting the breach** | | |
| Name, surname |  | |
| Personal ID number |  | |
| Workplace (current or former service, work, or contractual relationship with the company) |  | |
| Position |  | |
| Phone number (notes on contact) |  | |
| Personal email or residential address |  | |
| **Information about the breach** | | |
| 1. What breach are you reporting? What is the nature of this breach? | | |
| 2. Who committed this breach? What could have been the person's motives for committing the breach? | | |
| 3. Place and time of the breach. | | |
| **Information about the person(s) who committed the breach** | | |
| Name, surname |  | |
| Workplace |  | |
| Position |  | |
| 4. Are there other individuals who participated or could have participated in the breach? If so, please specify who they are. | | |
| 5. Are there other witnesses to the breach? If so, please provide their contact details | | |
| **Information about the witness(es) to the breach** | | |
| Name, surname |  | |
| Workplace |  | |
| Position |  | |
| Phone number |  | |
| Email |  | |
| 6. When was the breach committed, and when did you learn about it or notice it? | | |
| 7. What evidence supporting the breach could you provide to help with the investigation? Please specify any attached written or other data about the breach. | | |
| 8. Have you already reported this breach to anyone? If so, to whom was it reported, and did you receive a response? If you received a response, please state its essence. | | |
| 9. Additional notes and comments. | | |
| I confirm that I am familiar with the legal consequences for providing false information, and the information I am providing is true. | | |
| Date | | Signature |