GDPR Breach Notification Checklist

Preparing for a Breach



Understand "Personal Data Breach"

Involves the destruction, loss, alteration, or unauthorized disclosure of/access to personal data.



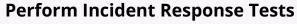
Locate and Document Data

Identify where personal data is stored and document controls to prevent unauthorized access.



Implement Preventive and Monitoring Controls

- Ensure security hygiene, conduct tests, and monitor networks.
- Set up breach alerts for the 72-hour reporting requirement.



Test the incident response plan so employees know their roles.

Responding to a Breach



Identify the Extent of the Breach

Determine the type, disclosed information, and affected data subjects.



Report to Appropriate Entities

Processors report to the EU company; controllers report to the regulatory body.

Notify data subjects if the breach poses a high risk, unless safeguards (e.g., encryption) are in place.

Report Correct Information

- Report to the authority within 72 hours, including:
 - Breach details
 - Data protection officer's contact
 - Likely consequences
 - Mitigation measures



