

# Article 9 Appendix

Personal Data Breach Reporting and Record Sheet		
Name of non-government agency	Reporting time: : AM/PM, mm____dd____, yy____	
Agency reported to	Reporter: _____ signature/personal seal Job title: Tel.: Email: Add.:	
Time of occurrence of incident		
Type of incident	<input type="checkbox"/> Theft <input type="checkbox"/> Leakage <input type="checkbox"/> Alteration <input type="checkbox"/> Damage <input type="checkbox"/> Destruction <input type="checkbox"/> Others	Total Personal data entries involved in breaches (about) <input type="checkbox"/> Regular personal data; _____ entries <input type="checkbox"/> Special personal data _____ entries
Causes of occurrence and outline of incident		
Damage condition		
Likely consequences of personal data leakage		
Countermeasures to be taken		
Time and method to notify the concerned party/parties		
Reporting to the competent authority within 72 hours after personal data leakage	<input type="checkbox"/> Yes <input type="checkbox"/> No; Reason:	

Note 1: Write down “Unclear” if the information in any of the fields is not clear enough and put in the correct information when it is clear.

Note 2: Holidays are included in the abovementioned 72 hours within which the competent authority is to be reported to.