

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	<table border="1"> <tr> <td><input type="checkbox"/>Theft <input type="checkbox"/>Leakage <input type="checkbox"/>Alteration <input type="checkbox"/>Damage <input type="checkbox"/>Destruction <input type="checkbox"/>Others</td> <td>Total Personal data entries involved in breaches (about) <input type="checkbox"/>Regular personal data; _____ entries <input type="checkbox"/>Special personal data _____ entries</td> </tr> </table>	<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
<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.