**Interview**

IT – trainee

C – client

IT: Hello, C – I’ve arranged this interview to ensure you are aware of the data breach that has occurred, under the NDB scheme we are required to notify all individuals who have been affected by this. I would highly recommend you update any personal information that may have been related in anyway to that involved in the breach.

Our Code of Ethics emphasise respect and transparency both inside the organisation and to our clients, while we have been honest in our mistake - your data has not been respected to the level of our ethics and for that I am sorry, we are in the process of rectifying this to ensure it will not occur again.

Thank-you for your time.