[PRACTICE HEADED PAPER]

[Name]

[Address]

[DATE]

**Notification of a personal data security breach**

Dear [Data Subject],

We regret to inform you of a breach of security that has resulted in the [loss **OR** unauthorised disclosure **OR** destruction **OR** corruption] of your personal data.

The breach was discovered on [DATE] and is likely to have taken place on [DATE].

Further to our investigation of the breach, we have concluded that:

1. The breach affects the following types of information:

* [type of data].
* [type of data].

1. The information has been [accidentally or unlawfully destroyed **OR** lost **OR** altered **OR** disclosed without authorisation **OR** accessed by [[name or description of third party] **OR** an unauthorised person]].
2. The breach occurred under the following circumstances and for the following reasons:

* [circumstances].
* [reasons].

1. We have taken the following steps to mitigate any adverse effects of the breach:

* [steps taken].

1. We recommend that you take the following steps to mitigate possible adverse effects of the breach:

* [recommended steps].

1. [We informed the Office of the Data Protection Commissioner of the breach on [date]].

If you wish to obtain more information about the breach then you can do so by contacting me on [telephone number] or by email on [email address].

I sincerely apologise for any inconvenience this breach may cause you and will make every effort to ensure that this does not happen again.

Yours sincerely,

**[Name]**

Data Protection Officer **OR** Practice Partner