

**[XYZ]** should ensure that any data breach is reported to the Executive Committee in a timely manner. The only situation where reporting is not required is when the data breach does not risk the data subject's rights and freedoms.

Data Breach Notification Form to the Supervisory Authority	
<b>Name:</b>	
<b>Address:</b>	
<b>Executive Committee details:</b>	
<b>Date of breach:</b>	
<b>Breach description:</b>	
<b>Breach effect:</b>	
<b>Number of data subjects affected:</b>	
<b>Personal data affected:</b>	
<b>Number of personal data records affected:</b>	
<b>Likely consequences of the breach:</b>	
<b>Corrective action taken:</b>	
<b>Date of correction:</b>	
<b>Signature:</b>	
<b>Name and title:</b>	