This template helps your organization formally document and notify stakeholders of a data breach, in line with GDPR and industry best practices.

Breach Summary

- **Date of Discovery:** [Insert date]
- **Date of Breach (if different):** [Insert date]
- **Detected By:** [Insert name or department]
- **Nature of Breach:** [e.g. Unauthorized access, ransomware, lost device]

Affected Data Types

Type of Data	Description	Impact Severity
e.g. Names	Full names of clients	High
e.g. Emails	Customer email addresses	Medium
e.g. Passwords	Encrypted passwords	High

Affected Parties

- **Internal staff:** Yes/No
- **External clients/customers:** Yes/No
- **Third-party vendors:** Yes/No
- **Estimated number of affected individuals:** [Insert number]

Breach Details

How it occurred:
[Describe how the breach happened – e.g. phishing attack, server misconfiguration, stolen device]

Systems or services affected:
[List affected servers, services, or systems]

Duration of breach:
[Insert timeframe — e.g. between 3 July 2025 and 5 July 2025]

Immediate Response

- **Incident response team activated:** Yes/No
- **Systems isolated or taken offline:** [Insert details]
- **DPC (Data Protection Commission) notified:** Yes/No
- **Stakeholders informed:** Yes/No

Actions Taken

- Passwords reset for affected accounts?
- Security patches applied?
- Logs reviewed for indicators of compromise?
- Backup restoration (if applicable)?
- Press or public statement drafted?
- Notification emails sent to users?
- Legal counsel consulted?

Notification Email to Users

Subject: Important Notice: Data Breach Notification

Dear [User's Name],

We are writing to inform you that your personal data may have been compromised in a recent security incident. The breach occurred on [date] and may have included [types of data].

We have taken immediate steps to address the issue and prevent recurrence. We recommend resetting your password and remaining vigilant for suspicious activity.

If you have any questions or concerns, please contact our support team at [email/phone].

Sincerely,
[Your Company Name]