



## **Sample Breach Notification Template**

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**[Company Name & Logo]**

**[Company Address]**

**[Contact Information: Phone Number, Email Address]**

**Subject:** Important: Data Breach Notification

**[Date]**

Dear [Recipient's Name],

We are writing to inform you of a data breach that may have impacted your personal information. At [Company Name], we take the security and privacy of your data very seriously, and we want to provide you with information about what occurred, the steps we are taking, and what you can do to protect yourself.

### **1. What Happened?**

On [Date of Discovery], we discovered that [describe the breach, e.g., "an unauthorized third party gained access to our customer database"]. This breach occurred on [Date of Breach], and we immediately took steps to secure our systems and contain the incident.

### **2. What Information Was Involved?**

Based on our investigation, the following types of personal information may have been affected:

- [List categories of personal information, e.g., "Name, Email Address, Financial Data, etc."]

At this time, we have no evidence that your information has been misused. However, we want to ensure that you are aware of the situation and can take any necessary precautions.

### **3. What We Are Doing**

We have taken the following actions to address the breach:

- **Containment:** We have [e.g., "secured our systems, changed passwords, and are monitoring for further unauthorized access"].
- **Investigation:** We are conducting a thorough investigation to determine how the breach occurred and prevent future incidents.
- **Reporting:** We have notified the relevant data protection authorities in compliance with GDPR requirements.

### **4. What You Can Do**



We recommend taking the following steps to protect yourself:

- **Monitor Your Accounts:** Keep a close eye on your financial accounts for any suspicious activity.
- **Change Your Passwords:** If you use the same password for multiple services, consider updating them to ensure your accounts remain secure.
- **Contact Us:** If you have any questions or need further assistance, please reach out to us at [Contact Information].

## 5. Additional Information

We deeply regret any inconvenience this breach may cause you. Protecting your information is of utmost importance to us, and we are committed to taking the necessary steps to ensure this does not happen again.

Please do not hesitate to contact us at [Phone Number] or [Email Address] with any questions or concerns.

Sincerely,

[Name of Company Representative]

[Title]

[Company Name]