

## Data Breach Response Template

This Data Breach Response Plan outlines the steps that [Company Name] will take in the event of a data breach. The objective is to mitigate the impact of the breach, comply with legal requirements, and maintain the trust of our customers.

### 1. Identify and Contain the Breach

- Step 1: Detect and verify the breach.
- Step 2: Contain the breach to prevent further data loss.
- Step 3: Assess the nature and scope of the breach.

### 2. Internal Notification

- Step 4: Inform internal stakeholders.
- Step 5: Notify affected individuals.

### Sample Notification to Affected Individuals:

Subject: Important Notice: Data Breach at [Company Name]

Dear [Customer Name],

We are writing to inform you about a data breach that occurred at [Company Name] on [Date of Breach]. During this incident, some of your personal information may have been accessed without authorization.

What Happened:

[Briefly describe what happened and when the breach was discovered.]

What Information Was Involved:

[Detail the type of personal information that was accessed.]

What We Are Doing:

We have taken immediate steps to contain the breach and prevent further unauthorized access. We are working with cybersecurity experts to investigate the incident and have reported it to the appropriate authorities.

What You Can Do:

We recommend that you [provide specific recommendations, such as monitoring accounts, changing passwords, etc.].

For More Information:

If you have any questions or need further assistance, please contact our support team at [Contact Information].

We deeply regret any inconvenience this may cause and appreciate your understanding and cooperation as we address this issue.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Step 6: Notify regulatory authorities.**

- Responsible Party: [Data Protection Officer/Legal Team]
- Action: Report the breach to relevant regulatory authorities within the required timeframe.

**3. Investigation and Mitigation**

- Step 7: Conduct a thorough investigation.
- Step 8: Implement measures to mitigate risks.

**4. Post-Incident Review**

- Step 9: Conduct a post-incident review.
- Step 10: Report findings to internal and external stakeholders.

**5. Ongoing Monitoring**

- Step 11: Monitor systems for further breaches.

Conclusion

By following this Data Breach Response Plan, [Company Name] aims to effectively manage data breaches, protect customer information, and maintain trust with our stakeholders.