



## DATA BREACH REPORT FORM

If you discover a data breach, please notify the administrator as soon as possible.

Please complete this form and return it to the data protection unit at [privacy@jaxlyn.com](mailto:privacy@jaxlyn.com) at least within 24 hours of becoming aware of the breach.

### NOTIFICATION OF PERSONAL DATA BREACH

Name of Person Reporting the Incident/ Data breach:	
Contact Details of Person Reporting Incident/ Data breach:	
Date(s) of Breach(s):	
Date Incident was discovered:	
Brief Description of Data Breach. For example you might specify the cause, the types of personal data that are breached including any known dates of the breaches:	
Number of Data Subjects affected (if this information is available):	
Brief Description of any action(s) since breach was discovered:	
FOR ADMINISTRATOR USE ONLY	
Report received by:	
Date:	
Actions taken & Dates:	
Date of report to the administrator and followed actions:	