



Datainspektionen

## Data breach notification

Please use this form to notify a personal data breach that has occurred in Sweden and does not affect individuals in other countries.

Fields marked with an asterisk (\*) must be filled in before submitting the application.

### Supplementary information

If you are not able to answer all the questions at this stage, you may provide supplementary information later on but it is important that we receive the information without undue delay. If we don't receive any supplementary information within four weeks from the day we receive this data breach notification, decisions will be made based on existing information.

More information about data breaches can be found on our website:

[www.datainspektionen.se/pui](http://www.datainspektionen.se/pui).

On our website you can also find information about how the Swedish Data Protection Authority process your personal data.

### The information in the report will become an official document

Everything you report will become an official document. This means that anyone can request access to the document, and the document might have to be disclosed depending on the outcome of an assessment of whether secrecy applies. The decision whether a document can be disclosed or not is always ultimately made by the Swedish Data Protection Authority.

Therefore, we recommend that you only reply to the questions asked not providing more information than necessary in free text. Should you nevertheless choose to provide what you consider is confidential information, the free text field at the end of the form should be used to describe which information this applies to.

## Controller

<b>1. Name of the organisation *</b>	Please enter the name of the controller where the data breach occurred.
<b>2. Corporate identity number</b>	Please enter the corporate identity number in the format "XXXXXX-XXXX". Note! If the corporate identity number is the same number as your personal identity number, you should not enter it.
<b>3. Postal address of the controller *</b>	Please enter the postal address, not the visiting address.
<b>4. Internal reference number</b>	Please enter the organisations's internal reference number for the data breach.

## Contact details for the data breach notification

<b>5. Name of the contact person *</b>	The name of the person whom the data protection authority can contact.
<b>6. The role of the contact person</b> Choose an alternative.	
<input type="checkbox"/> Data protection officer <input type="checkbox"/> Other	
<b>7. E-mail address of the contact person *</b>	
<b>8. Phone number of the contact person *</b>	
<b>9. The postal address you wish to be contacted at *</b>	Letters that the Swedish Data Protection Authority will send to you regarding the notification will be sent to this address.

<b>The data breach</b>	
<b>10. When did the data breach occur?</b>	Please enter date and time in the format "YYYY-MM-DD HH:MM" and any possible comments.
<b>11. When did you become aware of the data breach?</b>	Please enter date and time in the format "YYYY-MM-DD HH:MM" and any possible comments.
<b>12. Is the data breach still ongoing?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No  If you replied yes above, go to question 14.	
<b>13. When did the data breach cease?</b>	Please enter date and time in the format "YYYY-MM-DD HH:MM" and any possible comments.

<p><b>14. If your notification is submitted later than 72 hours after the time of discovering the data breach, please describe the reasons why.</b></p>	
<p><b>15. What has happened in relation to the data breach?</b> Choose an alternative.</p>	<p>Please select the most relevant option.</p>
<p><input type="checkbox"/> Unauthorized disclosure through mailings of e-mail/letter/text message</p> <p><input type="checkbox"/> Unauthorized disclosure: other</p> <p><input type="checkbox"/> Unauthorized access: Someone within or outside the organisation has accessed information that they were not authorized to access</p> <p><input type="checkbox"/> Loss: Information has been lost in some way, for example by a stolen computer or other device</p> <p><input type="checkbox"/> Destruction: Someone or something has destroyed information, for example because a computer has been broken</p> <p><input type="checkbox"/> Alteration: Personal data has been altered in some way</p>	
<p><b>16. Short description of the data breach</b></p>	

<p><b>17. How did you become aware of the data breach?</b> Choose an alternative.</p>	
<p><input type="checkbox"/> Through an automated procedure: technical security measures</p> <p><input type="checkbox"/> Through organisational routines, such as regular checks</p> <p><input type="checkbox"/> One of our employees has informed us</p> <p><input type="checkbox"/> Our processor informed us</p> <p><input type="checkbox"/> A person outside the organisation or a data subject informed us</p>	
<p><b>18. In your organisation's opinion, why did the data breach occur?</b> Choose an alternative.</p>	
<p><input type="checkbox"/> Human error: a single mistake</p> <p><input type="checkbox"/> Lack of organisational routines or procedures: systematic errors</p> <p><input type="checkbox"/> Technical errors, such as software bugs, program settings</p> <p><input type="checkbox"/> Intentional attacks from someone within the organisation: internal attacks</p> <p><input type="checkbox"/> Antagonistic attacks: attacks from outside</p> <p><input type="checkbox"/> Unknown reason</p> <p><input type="checkbox"/> Other:</p>	
<p><b>19. Within which sector did the data breach occur?</b> Choose an alternative.</p>	
<p><input type="checkbox"/> Public sector</p> <p><input type="checkbox"/> Private sector</p> <p><input type="checkbox"/> Other</p>	

**20. Within which field of activity did the data breach occur?**

Choose an alternative.

- Health and medical care
- Social services
- Schools: preschool, primary and secondary education
- University or college
- Other post-secondary education
- Research
- Finance and insurance
- Credit information
- Debt collection
- Other business activity
- Police
- Other judicial authorities
- Non-profit organisations or economic associations
- Municipal authority
- Governmental authority
- Other:

<b>Processor</b>	
<p><b>21. Does the data breach relate to personal data processing that is carried out by a processor or sub-processors?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you replied <i>no</i> above, go to question 23.</p>	
<p><b>22. Name of the organisation and Corporate identity number.</b></p> <p>Name of the organisation:</p> <p>Corporate identity number:</p> <p>Name of the organisation:</p> <p>Corporate identity number:</p> <p>Name of the organisation:</p> <p>Corporate identity number:</p>	

## The personal data and the data subjects

### 23. How many data subjects are affected?

Exact number of data subjects:

If you do not have an exact number, please provide an estimate by marking one of the options below.

- 1–10
- 11–100
- 101–1 000
- 1 001–10 000
- 10 001–100 000
- 100 001–500 000
- 500 001–1 miljon
- More than 1 million
- Unknown/No information available

### 24. How many data items about data subjects have been affected in total?

Exact number of data items:

If you do not have an exact number, please provide an estimate by marking one of the options below.

- 1–10
- 11–100
- 101–1 000
- 1 001–10 000
- 10 001–100 000
- 100 001–500 000
- 500 001–1 miljon
- More than 1 million
- Unknown/No information available



**25. Which categories of data subjects are concerned?**

Please mark *all* relevant options.

- The controller's employees
- Users of services offered by the controller
- The controller's customers
- Subscribers
- Members, due to membership in an organisation or a customer membership
- Military staff, i.e. employees in the Swedish Armed Forces
- Health and medical care patients
- Children
- Children in preschool or students in primary and secondary school
- Postsecondary students
- Vulnerable persons, such as persons with identity protection
- Other categories that you consider particularly exposed if personal data are disclosed
- Not yet known
- Other:

**26. What categories of personal data have been affected by the data breach?**

Please mark *all* relevant options.

- Ethnic origin
- Political opinions
- Religious or philosophical belief
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Data about sex life or sexual orientation
- Data about criminal convictions, offence or related security measures
- Personal identity number
- Economic or financial data
- Official documents
- Location data (for example GPS-position, not address information)
- Communication traces
- Communication metadata
- Identifying information (for example name and surname)
- Contact details
- Unknown
- Other:

**27. Was the personal data encrypted?**

Choose an alternative.

- Yes, all data
- Yes, but not all data
- No
- Unknown

## Consequences

### 28. What may be the consequences of the data breach?

Please mark *all* relevant options.

- The data subject loses control over his/her own personal data
- Deprivation of rights
- Discrimination
- Identity theft or fraud
- Financial loss
- Unauthorized reversal of pseudonymisation
- Damage to the reputation
- Loss of confidentiality of personal data protected by professional secrecy
- Any other economic or social disadvantage
- Other:

### 29. How serious is this data breach in your opinion?

Choose an alternative.

- 1. Negligible
- 2. Limited
- 3. Significant
- 4. Maximal

Assess how serious the breach is with regard to the data subjects' privacy.

30. How have you acted after the data breach?	
<p>Date and time:</p> <p>Measures taken:</p>	<p>Describe the action taken. Have you taken measures, or do you intend to take measures in order to solve problems, prevent or mitigate the effects of the data breach?</p> <p>Please enter date and time in the format "YYYY-MM-DD HH:MM"</p>
<p>Date and time:</p> <p>Measures taken:</p>	
<p>Date and time:</p> <p>Measures taken:</p>	
<p>Date and time:</p> <p>Measures taken:</p>	

Information to data subjects	
<p><b>31. Have you informed the data subjects about the data breach?</b> Choose an alternative.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you replied <i>no</i> above, go to question 33.</p>	
<p><b>32. When did you inform the data subjects?</b></p> <p>Date:</p> <p>Go to question 36.</p>	Please enter date in the format "YYYY-MM-DD".
<p><b>33. Will you inform the data subjects later?</b> Choose an alternative.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> We have not decided yet</p> <p>If you replied <i>no</i> or <i>we have not decided yet</i> above, go to question 35.</p>	
<p><b>34. When will you inform the data subjects?</b></p> <p>Date:</p> <p>Go to question 36.</p>	Please enter date in the format "YYYY-MM-DD".
<p><b>35. On what grounds are you not going to inform the data subjects?</b> Please mark <i>all</i> relevant options.</p> <p><input type="checkbox"/> The data breach does not result in a high risk to the rights and freedoms of natural persons <input type="checkbox"/> The personal data was encrypted or otherwise protected <input type="checkbox"/> We have already taken measures to prevent the risk <input type="checkbox"/> It would involve a disproportionate effort to inform each data subject individually, we have instead provided information to the public</p>	

Notification in phases/secretcy	
<p><b>36. Will this notification be supplemented? If you are going to complete the notification later you must do so promptly. Choose an alternative.</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>37. If you think that certain information in the notification should be considered confidential, please describe which information that in your view should be confidential and why.</b></p>	

## Do you have any questions?

More information about data breach notifications can be found on our website:

[www.datainspektionen.se/pui](http://www.datainspektionen.se/pui)

If you do not find the answer on our website, you can e-mail us on [personuppgiftsincidenter@datainspektionen.se](mailto:personuppgiftsincidenter@datainspektionen.se) or call us on 08-657 61 00.

## Contact

The form should be sent by mail to:

Datainspektionen

Box 8114

104 20 Stockholm

