

Notification of a personal data breach

Notification form to be used in the event of a possible personal data breach

In the case of a personal data breach you must fill out the notification form without undue delay. Please describe the nature of the breach and send the form to The Data Protection Officer (DPO) at personvernombud@bi.no and Chief Information Security Officer (CISO) ciso@bi.no.

Please note that the form will need to be delivered as soon as possible as BI in some instances will have to report the personal data breach to the supervisory authority within 72 hours after becoming aware of the breach.

| Who is reporting | |
|---|-------|
| Who is entering the notification form? <i>(Name, email address, telephone number and department)</i> | |
| | |
| Date for the notification of a personal data breach <i>(Date when the notification form is filled out)</i> | Date: |

| Information about the personal data breach | |
|---|---|
| Who are you reporting the notification of the personal data breach for? | <input type="checkbox"/> Controller (BI) <input type="checkbox"/> Data processor |
| Main reason for the breach | <input type="checkbox"/> Violation of routines <input type="checkbox"/> Lack of routines <input type="checkbox"/> Human failure <input type="checkbox"/> Technical failure <input type="checkbox"/> Other |
| Period of time? <i>(how long has the personal data breach existed)</i> | From date: To date: |
| When was the personal data breach detected? <i>(It is important to fill out the time as it affects the start time of the 72 hour rule in order to notify the Supervisory Authority in time).</i> | Date: Time: |
| How many persons can be affected by the personal data breach? | Number: |

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| Description of the personal data breach |
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| Please give a description of what has occurred. If there is a need to exempt the whole/part of the message from the public you will need to justify the need here. The supervisory authority will do a separate assessment if the matter will be excepted from the public. |
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| How did the personal data breach occur? |
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| Give a description of what kind of personal information that was affected by the personal data breach. |
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| What kind of relation does BI have to the person(s) that are affected by the personal data breach? |
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| Describe where the personal information is after the personal data breach. Also write how many and what type of recipients may have received or viewed the personal information. |
| |

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| Consequences | |
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| Describe the possible consequences of the personal data breach for the persons (data subjects) concerned. | |
| | |
| Describe what actions have been taken and planned to prevent the incident from happening again. Describe what has been done to reduce potential adverse effects. | |
| | |

| Information to the data subjects | |
|---|---|
| Have the persons affected (data subjects) been informed about the personal data breach? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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