

PRACTICAL LEGAL GUIDE

Personal Data Breach: Initial Response

An organisational guide to containment, documentation and assessment

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LAW FIRM

Contain and Preserve

- Stop unauthorised access without destroying logs or evidence.
- Record when and how the incident was identified and which systems and persons may be affected.
- Appoint a responsible team and secure communication channel.

Assess

- Identify the data categories, approximate number of individuals and possible consequences.
- Review processor agreements and notification obligations.
- Document the legal assessment of whether, whom and when to notify.

After the Incident

- Track corrective measures and communications with individuals and authorities.
- Update procedures, training and technical controls based on the identified cause.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

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