

PERSONAL DATA BREACH NOTIFICATION FORM

Please submit the completed form via email to info@ombudsman.ky, by postal mail to PO Box 2252, Grand Cayman KY1-1107, Cayman Islands, or in person at the Office of the Ombudsman, 5th Floor, Anderson Square, 64 Shedden Road, George Town, Grand Cayman.

Contact Information

Name of reporting organisation: _____

Address of reporting organisation: _____

Contact name: _____

Job title: _____

Direct phone#: _____

E-mail address: _____

Risk Evaluation

Date/time of breach: _____

Duration of breach: _____

Date/time breach was discovered: _____

How the breach was discovered:

Describe the nature of the breach and its cause:

Number of data subjects impacted: _____

Categories of data subjects impacted: _____

Categories of personal data impacted: _____

Likely consequences of the incident for the data subjects:

Prevention

Measures already taken to address the breach and/or mitigate its effect:

Further measures proposed to address the breach and/or mitigate its effect:

Measures recommended for affected data subject(s) to mitigate possible adverse effects:

Notification

Have all affected data subjects been notified in accordance with section 16(1) (a)-(d) of the Act?
[Provide a copy of the notification with this form] **Yes** ☐ **No** ☐

If all affected data subjects were not yet notified, explain why:

Please provide any other supporting documentation with this form.

Guidance Notes

Please note that data controllers are required under section 16(1) of the Act to submit a personal data breach notification to the Ombudsman and the affected data subject(s) no later than 5 (calendar) days after you should, with the exercise of due diligence, have been aware of the breach.

If you cannot provide full details of the breach, please explain and indicate when further information will be submitted.

This form is intended for use to report personal data breaches under section 16 of the Data Protection Act (2021 Revision).

To obtain a detailed explanation of your obligations under the Data Protection Act, please consult the guidance for data controllers on our website: <https://ombudsman.ky/data-protection-organisation/introduction>

Please contact info@ombudsman.ky or +1 345 946-6283 with any questions or comments.