GDPR Breach Notification Checklist

Preparing for a Breach

- [ ] **Understand "Personal Data Breach"**
  Involves the destruction, loss, alteration, or unauthorized disclosure of/access to personal data.

- [ ] **Locate and Document Data**
  Identify where personal data is stored and document controls to prevent unauthorized access.

- [ ] **Implement Preventive and Monitoring Controls**
  - Ensure security hygiene, conduct tests, and monitor networks.
  - Set up breach alerts for the 72-hour reporting requirement.

- [ ] **Perform Incident Response Tests**
  Test the incident response plan so employees know their roles.

Responding to a Breach

- [ ] **Identify the Extent of the Breach**
  Determine the type, disclosed information, and affected data subjects.

- [ ] **Report to Appropriate Entities**
  Processors report to the EU company; controllers report to the regulatory body.
  Notify data subjects if the breach poses a high risk, unless safeguards (e.g., encryption) are in place.

- [ ] **Report Correct Information**
  - Report to the authority within 72 hours, including:
    - Breach details
    - Data protection officer's contact
    - Likely consequences
    - Mitigation measures

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