**Notification of a personal data breach**

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| 1. **Data of the applicant** | | | | | | | | | | | | | | | | | | | | | | | |
| Indicate whether you’re reporting a personal data breach that is a one-off event (e.g., loss, theft of the data carrier, accidental data being sent to an unauthorized person), whether you’re preparing an initial report which you’ll complete later, or whether you’re completing or changing a previous report. | | | | | | | | | | | | | | | | | | | | | | | |
| Enter your case reference (optional) (e.g. Case reference in your internal register) | | | | | | | | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | |
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|  | | | | | | | | Provide the approximate date of completing the notification (optional)  Kliknij tutaj, aby wprowadzić datę. | | | | | | | | | | | | Enter the date of the previous notification (optional)  Kliknij tutaj, aby wprowadzić datę.  Give the UODO case reference  Kliknij tutaj, aby wprowadzić tekst. | | | |
| 1. **Reporting entity** | | | | | | | | | | | | | | | | | | | | | | | |
| **2A. Data Controller** | | | | | | | | | | | | | | | | | | | | | | | |
| The full name of Controller | | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | | | | | | |
| REGON (optional) | | | | | | Podaj numer. | | | | | | | | NIP  (optional) | | | Podaj numer. | | | KRS  (optional) | | Podaj numer. | |
| Sector (optional) | | | | | | Public sector:  Wybierz element. | | | | | | | | | | Private sector:  Wybierz element. | | | | | | | |
| **2B. Address of the Controller** | | | | | | | | | | | | | | | | | | | | | | | |
| Street | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | Building number | | | | | Podaj numer | | Suite number | Podaj numer |
| City | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | Postcode | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | |
| Commune | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | Poviat | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | |
| Voivodeship | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | Country | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | |
| **2C. Persons authorized to represent the Controller** | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name and surname | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | Position | | | | Kliknij tutaj, aby wprowadzić tekst. | | | |
| (To add more people, after clicking on the above field, click the button , that appears on the right) | | | | | | | | | | | | | | | | | | | | | | | |
| **2D. Proxy** | | | | | | | | | | | | | | | | | | | | | | | |
| Application filled in by a proxy (optional) | | | | | | | | | | | | | | | | | | | | | | | |
| **2E. Data protection oficer (DPO)** | | | | | | | | | | | | | | | | | | | | | | | |
| Name and surname | | | imię i nazwisko. | | | | | | Phone number | | | | | Numer telefonu. | | | | | | | E-mail adress | E-mail. | |
| DPO has not been designated | | | | | | | | | | | | | | | | | | | | | | | |
| If the DPO has not been designated, please provide the details of another contact point where more information about the breach can be obtained.  Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | | | | | | | | | | | | |
| **2F. Other entities involved in the processing of data affected by the breach** (optional) | | | | | | | | | | | | | | | | | | | | | | | |
| Enter the names of the entities, contact details and explain their role in the processing, subject to the breach | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | Full name and contact | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | Role | Kliknij tutaj, aby wprowadzić tekst. | | | | |
| (To add more people, after clicking on the above field, click the button  that appears on the right) | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Time of breach** | | | | | | | | | | | | | | | | | | | | | | | |
| **3A. Detection of the breach and notification to the supervisory authority** | | | | | | | | | | | | | | | | | | | | | | | |
| Date of becoming aware of a personal data breach Indicate when you found out about the personal data breach. If you do not know the exact time, enter the approximate time. | | | | | | | | | | Kliknij tutaj, aby wprowadzić datę. | | | | | | | | | | | | | |
| Way of becoming aware of a personal data breach E.g. notification of a data subject or cyclical review of system logs in accordance with the implemented security policy  Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | | | | | | | | | | | | |
| Date of notification by the processor (optional)  If you do not know the exact time, enter the approximate time. | | | | | | | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | |
| Reasons for the delay of notification of the breach to the supervisory authority Mandatory field if the time from having become aware of a personal data breach to completing the form is longer than 72 hours  Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | | | | | | | | | | | | | | |
| **3B. Time of breach** | | | | | | | | | | | | | | | | | | | | | | | |
| Date and time of occurrence/commencement of the breach If you do not know the exact time, enter the approximate time. | | | | | | | | | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | |
| Date and time of termination of the breach (optional) If you do not know the exact time, enter the approximate time. | | | | | | | | | | | | | Kliknij tutaj, aby wprowadzić tekst. | | | | | | | | | | |

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| 1. **Nature of the personal data breach** | |
| **4A. Describe the breach** | |
| Kliknij tutaj, aby wprowadzić tekst. | |
| **4B. What was the breach?** | |
| Lost or stolen media/device  Paper documentation (containing personal data) lost, stolen or left in an unsecured location  Paper correspondence lost by the postal operator or opened before returning it to the sender  Unauthorized access to information  Unauthorized access to information by breaking security  Software interfering with confidentiality, integrity and data availability  Obtaining confidential information by a seemingly trusted person in official electronic communication, such as e-mail or internet messenger (phishing) | Incorrect personal data anonymization in the document  Incorrect removal/destruction of personal data from the media/electronic device before its sale by the controller  Unintentional publication  Personal data sent to the wrong recipient  Disclosure of the data of the wrong person  Verbal disclosure of personal data |
| **4C. Cause of the breach** | |
| Internal unintentional action  Internal intentional action  External unintentional action  External intended action | |
| **4D. Nature of the breach** | |
| Breach of confidentiality of data  Unauthorized or accidental disclosure or extend of data  Breach of data integrity  Adding unauthorized changes during reading, writing, transmission or storage  Breach of data availability  No possibility to use data on demand, within the prescribed time by an authorized person | |
| **4E. Children** | |
| The breach concerns the processing of data in connection with the provision of information society services offered directly to a child.  (optional) | |

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| 1. **The number of people and personal data records concerned** | |
| The approximate number of people who could be affected by the breach  Kliknij tutaj, aby wprowadzić tekst. | Approximate number of personal data records concerned )  (it does not apply to the number of people. One person can be assigned several entries (e.g. one person can be assigned several transactions  Kliknij tutaj, aby wprowadzić tekst. |

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| 1. **The categories of personal data**   **ATTENTION: Do not enter the details of the specific persons of the personal data breach concerned** | | | | | |
| **6A. Basic data** | | | | | |
| Name and surname  Parents name  Birth of date  Bank account number  Address of residence or stay  PESEL registration number  E-mail address | | | | Username and / or password  Data on earnings and / or property  Mother's maiden name  Series and number of identity card  Phone number  Picture  Other, indicate what:  Kliknij tutaj, aby wprowadzić tekst. | |
| **6B. Special categories of personal data** | | | | | |
| Data on racial or ethnic origin  Data on political opinions  Data on religious or philosophical beliefs  Data on trade union memberships | | | | Data concerning a natural person's sex life or sexual orientation  Data concerning health  Genetic data  Biometric data for the purpose of uniquely identifying a natural person | |
| **6C. Data referred to in Article 10 GDPR** | | | | | |
| Data on criminal convictions | | Data relating offences | | | Other  Kliknij tutaj, aby wprowadzić tekst. |
| 1. **Categories of people**   **ATTENTION: Do not enter the details of the specific persons of the personal data breach concerned** | | | | | |
| Employees  Users  Subscribers  Students  Pupils  Uniformed services (e.g. the army, police)) | | | Customers (current and potential)  Clients of public entities  Patients  Children  People with special needs (e.g. older people, disabled people, etc.) | | |
| A detailed description of the categories of data subjects breach concerned Describe, e.g. whom and in what time frame applies to a personal data breach. | | | Kliknij tutaj, aby wprowadzić tekst. | | |
| 1. **Likely consequences** | | | | | |
| **8A. Physical, property, non-material or other significant consequences for the data subject** | | | | | |
| Loss of control over their personal data  Limitation of a possibility of exercising the rights reffered to in Article 15-22 GDPR  Limitation of a possibility of exercising rights  Discrimination  Identity theft or fraud | | | | Financial loss  Damage to reputation  Loss of confidentiality of personal data protected by professional secrecy  Unauthorized reversal of pseudonymisation  Other  Describe below the other effects of the breach of the right to the protection of personal data of the data subject:  Kliknij tutaj, aby wprowadzić tekst. | |
| **8B. Has there been a high risk of violating the rights or freedoms of natural persons?** | | | | | |
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| **Substantiation**  Kliknij tutaj, aby wprowadzić tekst. | | | | | |
| 1. **Security measures and remedies** | | | | | |
| **9A. A general description of the technical and organizational security measures applied so far** | | | | | |
| Kliknij tutaj, aby wprowadzić tekst. | | | | | |
| **9B. Security measures applied or proposed to minimize the risk of recurrence** | | | | | |
| Kliknij tutaj, aby wprowadzić tekst. | | | | | |
| **9C. Measures taken or proposed to remedy the breach and minimize the negative consequences for the data subject** | | | | | |
| Kliknij tutaj, aby wprowadzić tekst. | | | | | |

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| 1. **Communication with data subjects** | | | | |
| Have the data subjects been notified about the breach? | | | | |
|  | Remember that after notifying data subjects, please send us the text of the notification. | |  |  |
| Indivudal? | | | Reason for not knowing the data subjects: | If you have not already assessed whether you intend to communicate the data subjects, remember that after making such a decision you will have to submit a supplementary application. |
| Indicate the date when the data subjects were communicated the personal data breach  Kliknij tutaj, aby wprowadzić datę. | | Indicate the date when you intend to communicate the personal data breach to the data subject  Kliknij tutaj, aby wprowadzić datę.  I do not know the date when I intend to communicate the personal data breach to the data subject |
| Number of notified data subjects concerned  Kliknij tutaj, aby wprowadzić tekst. | |
| Means of communication used to notify the data subject.  Kliknij tutaj, aby wprowadzić tekst. | | |
| Content of the notification  Remeber that notification shall at least:   * describe in clear and plain language the nature of the personal data breach, * communicate the name and contact details of the data protection officer or other contact point where more information can be obtained; * describe the likely consequences of the personal data breach; * describe the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.   Kliknij tutaj, aby wprowadzić tekst. | | |

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| 1. **Cross-border processing and other notifications** | | | |
| The breach is of a cross-border nature  Select the countries of the European Economic Area affected by the breach: | | | |
| Austria  Cyprus  Finland  Netherlands  Latvia  Germany  Slovakia  United Kingdom | Belgium  Czech Republic  France  Ireland  Luksembourg  Norway  Slovenia  Italy | Bulgaria  Denmark  Greece  Island  Latvia  Portugal  Sweden | Croatia  Estonia  Spain  Liechtenstein  Malta  Rumania  Hungary |
| The breach has been notified or will be notify to the supervisory authority outside the Union (optional)  Name other supervisory authorities outside the Union that have been notified or will be notify the personal data breach.  Kliknij tutaj, aby wprowadzić tekst. | | | |
| The breach has been notified or will be notify to the another UE supervisory authority because of other legal commitments (optional)  E.g. an obligation to notification an incident resulting from the Act on the national cyber security system. Specify any other authorities that have been notified or will be notified due to other legal obligations.  Kliknij tutaj, aby wprowadzić tekst. | | | |

Information:

**Controller.**

President of the Personal Data Protection Office (President of the UODO) with his registered office in Warsaw, at Stawki 2 Street will be the controller of your personal data.

You can contact UODO in the following way:

a) by letter: ul. Stawki 2, 00-193 Warszawa

b) by e-mail which is given on our website: https://www.uodo.gov.pl/pl/p/kontakt

c) by phone: (22) 531 03 00.

**Data protection officer.**

You can also contact the data protection officer designated by the President of UODO via e-mail address: IOD@uodo.gov.pl.

**Purpose of processing and legal grounds.**

Your personal data contained in the form will be processed in order to receive notifications of a personal data breach in accordance with Article 33 (1), (3) and (4) GDPR¹, taking actions referred in to the Article 34 (4) and Article 58 (2) GDPR, and keeping internal records of infringements by an internal authority in accordance with Article 57 (1a) GDPR.

Then Your personal data contained in the form will be processed in order to the fulfillment of the obligation to archive documents as stipulated in the Act of 14 July 1983 on the national archival resources and archives.

**Recipients of personal data.**

The recipients of your personal data will be the Minister of Entrepreneurship and Technology for the purpose of placing the application E-PUAP form on the platform and Wojewoda Podlaski (voivodeship governor) in connection with the electronic document management system (EZD PUW) used by the President of UODO.

**The storage period.**

We will store your personal data for the duration of the implementation of the powers of the President of UODO referred to in the Article 34 (4) and 58 (2) GDPR and then - in accordance with the Office's of the President Instruction and document archiving provisions - for a period of 10 years from the end of the year, in which a personal data breach was notified, or – in case of targeting instances or an administrative decision – in perpetuity.

**Data subject rights.**

According to GDPR, You are entitled to:

a) the right of access to your data and receiving a copy;

b) the right to rectify (correct) your data;

c) the right to erase personal data in a situation where data processing does not take place in order to fulfill an obligation resulting from a legal provision or in the exercise of public authority;

d) the right to restriction of processing;

e) the right to lodge a complaint with a supervisory authority - President of the UODO (to the address of the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa).

**Information about the requirement to provide data.**

Providing your personal data in this form is an obligation arising from Article 33 (3) GDPR and Article 63 §2-3a of the Act of 14 June 1960 on the Code of Administrative Procedure.

¹REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the ree movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).