You notice a data breach

You must report it within 12 hrs or ASAP if involves security data

1- Assessment of gravity and potentially impacts (on data subjects, etc.)
2- Steps taken to quickly address the breach

Malicious activity?

File a complaint to the Police

For joint-controller scenarios: check the agreement to see which process to follow!

Use CartONG’s template (part 1) or partner’s template.

Use CartONG’s template (part 2) or partner’s template.

DPO & PM (occasionally, admin team and/or IT team as well)

Data controller

Data processor

PM with DPO

Level of risk for data subjects?

NONE

HIGH

LIMITED

Submit report to CNIL & contact data subjects

Within 72hrs

Call or Skype partner + email (with report)

Email (with or without report)

Within 24hrs

Submit the report to relevant body and/or contact data subjects

Within 72hrs

*You might need to resubmit an updated version of the report at this stage to the CNIL or the partner.

ATT: Deadlines are expressed from the moment the breach is discovered.