



Personal Data Breach Mandatory Modification

for LCCB Data Subjects

NAME OF ENTITY: _____

ADDRESS: _____

CONTACT INFORMATION: _____

DATE: _____

DATA SUBJECT: _____

ADDRESS: _____

SUBJECT: DATA BREACH Dated: _____

Dear _____,
Data Subject

I write in behalf of _____, regarding your
Name of Entity
data in _____.
Brief Description of Database

We regret to inform you that your data has been exposed in this data breach. To our understanding,
your exposure is limited to: _____
Data Involved in the Data Breach

Nature of the Breach. *Summary of the events and possible consequences of the personal data breach.*

[Empty box for Nature of the Breach]

Measures taken to Address the Breach.

- Provide information on measures taken or proposed to be taken to address the breach, and to secure or recover the personal data that were compromised.
- Include actions taken to inform affected individuals of the incident. In case the notification has been delayed, provide reasons.
- Describe steps the organization has taken to prevent a recurrence of the incident.

[Empty box for Measures taken to Address the Breach]

Measures taken to reduce the harm or negative consequences of the breach.

- Describe actions taken to mitigate or limit possible harm, negative consequences, damage or distress to those affected by the incident.

[Empty box for describing mitigation actions]

Assistance to be provided to the affected data subjects.

- Includes information on any assistance to be given to affected individuals.

[Empty box for describing assistance to affected individuals]

Should you require further information on this matter, do not hesitate to contact our Data Protection Officer for further information. We undertake to provide more information to you as soon as they become available.

Data Protection Officer:

Name:	<u>Ms. Razel S. Valdez</u>
Office Address:	<u>Data Privacy Office/Multimedia Center</u> <u>2nd Floor Mother Rita Barcelo Building</u> <u>La Consolacion College Bacolod</u>
E-mail Address:	<u>dataprivacy@lccbonline.edu.ph</u>
Telephone:	<u>(034) 434 – 9661 to 64 local 223</u>

Sincerely,

Personal Information Controller: _____

Compliance Officer for Privacy: _____

Head of the Office: _____