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| Data Breach Notification template |
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# Sample template: Data Breach Notification

What is a Data Breach in video surveillance context?

When video and/or video metadata has been copied, transmitted, viewed, stolen or used by an individual unauthorized to do so.

Instructions

1. In the event of a Data Breach or suspect of a Data Breach - please answer this questionnaire with as much information as possible (but do not delay forwarding the form to the below if some information is still missing). Immediate action is important. The Data Protection Officer (DPO) may be required to inform the Data Protection Authority without undue delay. If the notification is too late, a fine for example can be the consequence.
2. Email this questionnaire to [DPO contact information] and your manager/supervisor without any delay.

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| Name: |  |
| Position: |  |
| Department/Company: |  |
| Manager: |  |
| How has the data been revealed to unauthorized persons or lost (e. g. intentional act as hacking/theft or accident etc.): |  |
| Which (group of) persons are affected by the data breach (e. g. are children affected), and if possible, their number: |  |
| Has video or user (Operator, Supervisor) data been affected and to which extend: |  |
| Likely consequences of the personal data breach (e. g. reputational or financial damage): |  |
| Have measures already been taken or proposed to address the personal data breach: |  |
| How was the breach discovered? |  |
| When was the breach discovered? (date and time) |  |
| When did the breach begin? (date and time) |  |
| Is a third-party already aware of the breach? |  |
| What data has been compromised? |  |
| How much data has / may have been compromised? |  |

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|  | Milestone Systems is a leading provider of open platform video management software; technology that helps the world see how to ensure safety, protect assets and increase business efficiency. Milestone enables an open platform community that drives collaboration and innovation in the development and use of network video technology, with reliable and scalable solutions that are proven in more than 150,000 sites worldwide. Founded in 1998, Milestone is a stand-alone company in the Canon Group. |