Rizal Technological University
Boni Avenue, City of Mandaluyong
UNIVERSITY DATA PROTECTION CENTER

DATA BREACH INCIDENT REPORT FORM

CONTACT INFORMATION

Date of Report:
Name of Data Subject/ Reporting Individual:
□ Student □ Faculty □ Member Admin Personnel □ Other: _____
Office/Department/College:
Contact No.:
Address:

INCIDENT DESCRIPTION

A. Name of Faculty or Department/College (where the breach occurred):

_____

B. Date during which the Breach occurred:

_____

C. Identity/ Name of Affected Subject Matter:

_____

DATA INVOLVED

A. What data/information is involved?

- o Sensitive Personal Information

Kindly specify:

_____
_____

1. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns and the like

- o Other Information

Kindly specify:

_____
_____

"Other information" shall include, but not be limited to: data about the financial or economic situation of the data subject; usernames, passwords and other login data; biometric data; copies of identification documents, licenses or unique identifiers like Philhealth, SSS, GSIS, TIN number; or other similar information, which may be made the basis of decisions concerning the data subject, including the grant of rights or benefit.

B. Is there a reason to believe that the information may have been acquired by an unauthorized person?

YES_____ NO_____

C. Would it give rise to a real risk of serious harm to any affected data subject?

YES_____ NO_____

D. Kindly specify the immediate effect of the incident on the affected data subject:

_____
_____

E. Describe the cause of the breach and related circumstances:

_____
_____

F. Date incident was discovered and how it was discovered?

_____
_____

ACTION/S TAKEN

A. What security measures have you adopted to remedy or at least avoid/mitigate the effect of Breach?

_____
_____

B. How did you inform the affected subject matter?

_____
_____

C. What have you done to provide assistance to affected subject matter?

_____
_____

D. What are your plans to avoid similar incidents to happen next time?

_____
_____

Submitted by:

_____
Signature over Printed Name

Date Submitted: