APPENDIX B

JEB Ltd **HIGHLY CONFIDENTIAL**

PERSONAL DATA BREACH/SUSPECTED BREACH NOTIFICATION FORM		
Your Name:		
Date:	Tel No:	E-mail Address:
Date of breach:	Time of Breach:	
Who was Notified:	Time of Notification:	
Brief Description of Breach: (include website URLs, suspect name(s), impacted system(s), other relevant data...)		

Breach Status	Actual	Suspected	Near Miss
	☐	☐	☐

	Y	N
Did you witness the breach yourself?	☐	☐
Did others witness the breach? (if yes, specify below)	☐	☐

To your knowledge was any of the following involved?

Telephone	☐	Theft	☐
Printer	☐	Fraud	☐
Malware	☐	Unauthorised Access	☐
Computer Hardware	☐	Customers	☐
E-mail	☐	Third Parties	☐
Internet download	☐	Employees	☐
Virus	☐	Other (specify below)	☐

	Y	N
Was any JEB Ltd's Internal or Confidential information compromised?	☐	☐
Did you report this breach to the Director?	☐	☐

Initiated By:	Date:	Reviewed By:	Date:
Approved By (1):	Date:	Approved By (2):	Date: