# ESCALATION FORM (for personal or security data Breach)

Date Click here to enter a date.

## Type of Incident (\*):

Please tick the appropriate box (only one per incident):

[ ]  This form intends to escalate a potential issue related to **Information Security**.

[ ]  Information Security Officer (ISO)

**AND/OR**

[ ]  This form intends to escalate a potential issue related to **Data Protection**.

[ ]  Data Protection Officer (DPO)

The information disclosed herein is collected with the sole purpose of identifying the incident, generating respective action plans and to facilitate the investigation of the respective incident.

##  Details of the person escalating the incident (\*):

Full Name: Click here to enter text.

Position: Click here to enter text.

Email address: Click here to enter text.

Acting in representation of another person? YES [ ]  NO [ ]  If YES Name Insert name

CCB Account Number Click here to enter text.

CCB Customer name Click here to enter text.

Relationship with the Customer (empowerment) Click here to enter text.

## Details of the incident:

###### Description of the incident (\*):

Date of **occurrence** of the incident: Click here to enter a date.

 More details

Click here to enter text.

Number of data subjects affected (if known: Click here to enter text.

Details on data impacted (e.g. information details, contact details, financial data…) Click here to enter text.

Type of Data impacted: Click here to enter text.

###### Summary of the incident (\*):

Please include as much details as possible to better understand what happened: Click here to enter text.

###### How and when have you become aware of the incident (\*):

How:Click here to enter text.

When: Click here to enter a date.

###### Description of the type of attribute of Personal Data impacted

Please detail whether the Personal Data is i) not accessible or partially accessible (Availability), ii) incomplete or inaccurate (Integrity) and/or if iii) the data came to knowledge of an authorised persons or was delivered to a different person than the intended recipient (Confidentiality)

1. Availability [ ]  Reason Click here to enter text.
2. Integrity [ ]  Reason Click here to enter text.
3. Confidentiality [ ]  Reason Click here to enter text.

###### Further comments, foreseen impacts and/or recommendations (\*):

Click here to enter text.

Please send this form to the email address dpo@eu.ccb.com

For any question regarding the definitions used herein, please refer to <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32016R0679> or request further detail by contacting us at dpo@eu.ccb.com

Should you consider that the Data Breach must be informed to the local Data Protection Authority (CNPD) or have not received an appropriate answer to an incident after a month, feel free to contact the CNPD at [National Commission for Data Protection](https://www.cnpd.lu/) [15, Boulevard du Jazz L-4370 Belvaux](https://map.geoportail.lu/theme/main?fid=152_039A01884017533_8027_1&version=3&zoom=17&X=662252&Y=6360097&lang=fr&layers=152-396-150-199-329-269-359&opacities=1-0.75-1-1-1-1-1&bgLayer=blank) or <https://cnpd.public.lu/en/support/contact.html>