

Annex A – Data Breach Notification Form template

IMPORTANT NOTE: Please ensure that the completed form is submitted via email to the Data Protection Officer(s) of MOHT at the following email address: moht.dpo@moht.com.sg.

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| Report Date: | Report Time: |
| Notifying Party: | |

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| 1. Particulars of representative of Notifying Party (“Reporter”) | |
| Name: | Designation: |
| Telephone No: | Department / Division: |
| Email Address: | |
| 2. Details of Data Breach Incident | |
| Date Noted: (observation) | Time Noted: |
| Date Occurred: (earliest known occurrence) | Time Occurred: |
| Description of Incident: | |
| <u>Section A – Critical Information regarding the Incident</u> | |
| <i>Instructions: Please provide answers to <u>all</u> of the following questions in order for the Affected Parties to conduct their initial assessment of the risks arising from the Incident.</i> | |
| (i) What was the cause(s) / suspected cause(s) of the Data Breach? <i>(Please refer to paragraph 2 of the Appendix for examples of possible causes, and provide as much information as possible regarding the cause(s) / suspected cause(s)).</i> | |
| (ii) Is the Data Breach still ongoing? | |
| (iii) How many individuals were affected by this Incident? | |
| (iv) What types of MOHT Personal Data was involved in this Incident? Please indicate all data fields exposed as a result of this Incident. | |
| (v) Were any MOHT Platforms affected by the Incident? If so, please indicate which MOHT Platforms were affected. | |
| <u>Section B – Other relevant information regarding the Incident</u> | |
| <i>Instructions: Please provide answers to as many of the following questions as possible.</i> | |
| (vi) Who was / were the recipient(s) of the data involved in the data breach incident? | |
| (vii) Were there any consequences and / or impact on the affected individuals? If so, do elaborate them here. | |
| (viii) Were there any consequences and / or impact on MOHT? If so, do elaborate them here. | |
| (ix) Were there any efforts taken by the Vendor to contain and investigate the incident? If so, do elaborate them here. | |