**Guide to using   
Wired Relations' templates**  
Wired Relations' templates\* can be used directly in your work with data protection and information security - but can also be used as inspiration for your own material. You can modify them as needed to make them exactly as you want them.

**NOTE!** There may be sections that are not relevant for all companies. If this is the case, it will be clearly indicated in the text.

|  | Text boxes in the document contain focus points and good advice. Please note that the text boxes should be removed  from the final version of the specific policy or procedure. |  |
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There will be places in the text where you are prompted to insert the company’s name or other information. In these cases, it will be marked as follows: *[insert company's name]*.

At the end of each document, there will be a table that provides an overview of the document's version, the latest update, and who is responsible for the document.

|  | Here are some additional tips for using Wired Relations' templates: |  |
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|  | * You can add or remove sections, change the wording, and add your own logo and branding. |  |
|  | * Stay up-to-date with your templates. Data protection and information security regulations are evolving rapidly, so it's crucial to keep your templates current. |  |
|  | Should you have any inquiries concerning the templates, please feel free to contact us. |  |

**Policy for handling of personal data breaches**

**1. Definition of a personal data breach**

A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.

A personal data breach can occur in various ways, such as:

* Unauthorized access to personal data by individuals not authorized to access such data. Unauthorized individuals can be both external and internal to the data controller.
* Deletion or alteration of personal data (even if accidental).
* Unauthorized access to the data controller's systems by hackers, resulting in access to personal data.
* Disclosure of personal data to unauthorized individuals (both intentional and unintentional).

If a personal data breach is detected or suspected, it is crucial to respond immediately. The quicker the response, the faster the data breach can be stopped (or completely prevented), thereby minimizing potential risks and consequences.

**2. Assessment of a Personal Data Breach**

As a general rule, all personal data breaches must be reported to the *[insert relevant data protection authority]* within 72 hours. A notification is only exempt if the breach is unlikely to pose a risk to the rights and freedoms of natural persons.

If you, as an employee, discover or suspect a personal data breach, you must immediately notify *[insert relevant person in the company]* by email or phone, who will assess and handle the breach.

**3. Internal Documentation**

Regardless of whether a personal data breach is reported to the*[insert relevant data protection authority]*, the actual circumstances must be documented internally. This is documented in the incident log.

**4. Procedure for Handling Personal Data Breaches**

A procedure for handling personal data breaches has been developed, which outlines the specific steps the company must go through when a personal data breach has been detected.

| Wired Relations has prepared a template for a procedure for handling security breaches, which can be used if desired. |
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| **Specifically Regarding *[insert company's name]* Role as Data Processor**  If a personal data breach is detected that involves the data of *[insert company's name]* customers (the data controllers), the data controllers must be notified as soon as possible. *[insert company's name]* will also contribute to the data controller's assessment of the data breach. |
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**Document information**

| Document version |  |
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| Date of Issue for this version |  |
| Responsible Person |  |
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