

TEMPLATE: BREACH NOTIFICATION TO DATA SUBJECTS

**Personal Data
Protection Center**

Version 1.1. - 5 January 2025

This document provides the following two templates regarding the notification of personal data breaches to data subjects. These two templates are based on the provisions of the Personal Data Protection Law No. 151 of 2020 (“PDPL”) and its Executive Regulation No. 816 of 2025 and are provided for guidance. Both templates must be provided in Arabic; data users can provide them in additional languages depending on their business needs. The templates are:

- 1) Initial communication to data subjects informing them of the occurrence of a data breach. Notification to the data subject shall be made using the communication method designated at the time of personal data collection, including SMS, email, or telephone call, as the case may be.
- 2) Detailed breach notification that will be provided in the form of a link in the initial communication to data subjects, which provides further information on the nature and impact of the personal data breach with regular updates on how it was maintained and mitigated.

Table of Contents

Template (1): Initial communication to data subjects informing them of the occurrence of a personal data breach.....	4
Template (2): Detailed Breach Notification	5

Template (1): Initial communication to data subjects informing them of the occurrence of a personal data breach

We are writing to notify you that **[name of the organisation]** became aware of a personal data breach on **[date and time]**. This breach consists of the following: **[concise and accurate description of the breach, e.g. unauthorized access, unlawful disclosure, loss, or destruction of personal data]**.

We took appropriate measures to address the matter and implemented appropriate technical and organisational security measures to contain the breach and mitigate its impact, including **[brief description of the security measures taken]**.

[Include any urgent measures that must be implemented by the data subject, such as changing passwords.

For further details regarding the breach, including your rights under the Personal Data Protection Law no 151 of 2020 & its Executive Regulation, kindly refer to the detailed notification available at **[link to detailed notification]**.

Should you require any clarification, kindly contact **[official contact/hotline]**.

Template (2): Detailed Breach Notification

This notice provides information regarding a personal data breach that has occurred on **[date and time]**. It sets out the circumstances of the breach, the categories of personal data concerned, and the measures taken in response. This notice will be updated regularly. **[please insert dates of updates]**

1. Description of the Incident

On **[date and time the controller/processor or processor]**, we became aware of a personal data breach involving **[brief description of the nature of the breach, e.g. unauthorised access/disclosure/loss/alteration]**.

Upon identification of the incident, we initiated an internal investigation to determine the nature, scope, and impact of the incident. The investigation concluded that the incident constitutes a personal data breach, as it resulted in the **[e.g. unauthorised access to / disclosure of / loss of / alteration of]** personal data.

The breach occurred on **[specific date and time]** or during the period **[date–date]** and involved **[brief explanation of how the breach occurred]**, including **[whether a third party was involved and the nature of that involvement, where applicable]**.

This information is provided to ensure transparency regarding the circumstances of the breach and to present the relevant facts in a clear and non-technical manner.

2. Categories and Scope of Personal Data Affected

Based on the investigation conducted to date, the personal data affected **may include**, without limitation, the following categories:

- **[e.g., Full name]**
- **[e.g., Contact details (email address, phone number)]**
- **[e.g., Residential address]**
- **[e.g., Account or customer reference information]**
- **[e.g., Financial or payment-related data, if applicable]**
- **[e.g., Other relevant data categories]**

If the data involved is extensive or complex, an **appendix or extract** of the affected personal data may be provided separately, where appropriate.

This information is provided to enable you understand the nature of the breach, assess any potential implications, and take precautionary measures you consider appropriate.

Disclaimer: This document is issued for illustrative purposes only and has no binding or prescriptive effect. Compliance shall be determined exclusively based on the information required under Personal Data Protection Law No. 151 of 2020 and its Executive Regulation No. 816 of 2025. 4

3. Potential Consequences of the Breach

This section should describe the potential consequences and expected scope of impact resulting from the breach or violation, taking into account the nature, sensitivity, and volume of the personal data affected.

4. Measures Taken by [Organisation Name]

Upon identification of the breach, we implemented prompt and proportionate measures aimed at containing the breach and limiting any potential adverse impact, including:

e.g.:

- Securing and isolating the affected systems or databases to prevent further unauthorised access;
- Conducting a detailed technical, operational, and forensic investigation to determine the root cause, scope, and impact of the breach;
- Resetting credentials, disabling compromised accounts, or revoking access rights, where applicable;
- Implementing additional technical and organisational security controls, such as enhanced monitoring, logging, or access restrictions;
- Engaging external cybersecurity, digital forensics, or data protection specialists to support the investigation and remediation process; and
- Notifying relevant regulatory or supervisory authorities, where required under applicable data protection laws.

In addition, we are reviewing and strengthening our internal policies, procedures, and safeguards to reduce the likelihood of similar breaches occurring in the future. [These measures may include system upgrades, process improvements, enhanced staff awareness and training, and ongoing security assessments.]

5. Information for the Affected Data Subject

This section should explain, clearly and neutrally, the potential implications of the breach for the affected data subject, taking into account the nature of the personal data involved. The wording should avoid speculation, alarmist language, or legal conclusions, and should be proportionate to the level of risk identified.

Where relevant, this section **may include illustrative guidance**, such as:

If the breach involves data that could be misused for identity-related purposes

- A general reminder to remain cautious with unsolicited communications requesting personal information;
- An indication that affected individuals may choose to update relevant account credentials.

If the breach involves financial or payment-related information

- A reference to monitoring financial account activity;
- An indication that affected individuals may contact their financial service provider if irregular activity is identified.

If the breach involves contact information

- A reference to potential phishing or scam communications;
- An indication that affected individuals may wish to exercise caution with unexpected messages.

Any suggested actions should be presented as general, non-exhaustive examples, allowing affected individuals to make their own assessment based on their circumstances.

6. Rights of the Data Subject

In accordance with Personal Data Protection Law No. 151 of 2020 and its Executive Regulation, you have rights in relation to your personal data, including the right to be informed of its processing, to access it, and to request its correction or deletion, in accordance with the conditions set out in the Law.

Further information on these rights is available in our Privacy Notice at: [\[Insert link to Privacy Notice\]](#)

7. Contact Information (DPO contact details)

For any inquiries or requests for further information in relation to this breach, you may contact:

[\[Name / Department\]](#) [\[Email Address\]](#) [\[Phone Number\]](#)

The designated contact point will handle requests and provide clarification, as appropriate.

8. Complaints

If you have any concerns regarding the handling of this breach, you may submit a complaint by contacting us at [\[Data Protection Officer Email Address\]](#). Kindly include a brief description of your concern and the outcome you are seeking.

In the event that further concerns remain, a complaint may be submitted to the **Personal Data Protection Center**, in accordance with **Personal Data Protection Law No. 151 of 2020 and its Executive Regulation No. 816 of 2025**. Further information on the complaint submission process is available at pdpc.gov.eg.

Disclaimer: This document is issued for illustrative purposes only and has no binding or prescriptive effect. Compliance shall be determined exclusively based on the information required under Personal Data Protection Law No. 151 of 2020 and its Executive Regulation No. 816 of 2025. 6

