

[Company Letterhead/Logo]

NOTICE OF DATA BREACH

[Date]

Subject: Notification of Data Security Breach

Dear [Recipient Name],

We are writing to inform you about a data security breach that occurred on **[date of breach]**, which may have impacted your personal data. Safeguarding your information is of utmost importance to us, and we deeply regret any inconvenience caused by this incident.

Circumstances of the Data Breach

On **[specific date]**, a security incident was identified that resulted in unauthorized access to specific systems. Immediate remedial actions were undertaken to contain the breach, and an exhaustive investigation was initiated to ascertain its scope and impact.

Nature of Compromised Information

Our investigation indicates that the following categories of personal data may have been affected:

- **[Type of information, e.g., name, email address, phone number, etc.]**
- **[Type of sensitive information, if applicable, e.g., financial details, identification numbers, etc.]**

We confirm that **[specific sensitive data, e.g., credit card information]** was not compromised **[if applicable]**.

Remedial Measures Undertaken

To address this incident, we have implemented the following corrective actions:

1. **Containment and Remediation:** Immediate steps were taken to secure affected systems and prevent further unauthorized access.
 2. **Notification to Authorities:** The breach has been reported to the **Data Protection Board of India**, as mandated by the **Digital Personal Data Protection Act, 2023 ("DPDPA")**.
 3. **Enhanced Security Measures:** Additional protocols have been implemented, including:
 - [System updates and patches]
 - [Increased system monitoring]
 - [Enhanced employee training on data security]
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Recommended Actions for Affected Individuals

To minimize any potential risk, we strongly recommend the following steps:

1. **Change Your Passwords:** Update passwords for any accounts associated with this breach.
 2. **Monitor Financial Accounts:** Regularly check your financial accounts for any unusual activity.
 3. **Beware of Phishing Attempts:** Be cautious of unsolicited communications requesting personal or financial information.
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Contact Details for Assistance

If you have any questions or require support, please contact us using the details below:

- **Email:** [Insert contact email]
- **Phone:** [Insert contact number]
- **Address:** [Insert company address]

Additionally, if you believe your data protection rights have been infringed, you are entitled to lodge a complaint with the **Data Protection Board of India**.

Assurance of Compliance and Future Actions

We take this incident very seriously and are committed to safeguarding your data. Rest assured that we are implementing additional measures to strengthen our security framework and prevent similar occurrences in the future.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]