(Example) Personal Data Breach Notification Form

บันทึกข้อความ

ส่วนงาน .... **โทร.** ....

ที่ อว 660..................................... **วันที่   เดือน   ปี**

เรื่อง   หนังสือแจ้งเหตุการณ์ละเมิดข้อมูลส่วนบุคคล

(Subject: Personal Data Breach Notification)

เรียน   อธิการบดี (ผ่านเจ้าหน้าที่คุ้มครองข้อมูลส่วนบุคคลประจำมหาวิทยาลัยขอนแก่น)

The President (through the Data Protection Officer of Khon Kaen University)

The Faculty/Division/Unit/Office/Institute/Center.. has discovered a personal data breach within the data that the Faculty/Division/Unit/Office/Institute/Center .... maintains as the Data Controller. The Faculty/Division/Unit/Office/Institute/Center .... has determined that the aforementioned incident poses a risk of affecting the rights and freedoms of the individual who is the owner of the personal data.

In this regard, to ensure that the said proceedings are carried out in an orderly manner and in compliance with Section 37 (4) of the Personal Data Protection Act, B.E. 2562 (2019), and in conjunction with the announcement of the Personal Data Protection Committee regarding the principles and methods of notifying personal data breach incidents, B.E. 2565 (2022), the Faculty/Division/Unit/Office/Institute/Center .... would like to report the personal data breach incident to the Data Protection Officer of Khon Kaen University with the following details:

1	Details of the personal data breach incident	Specify the details of the incident that threatens personal data with a risk of violating the rights and freedoms of the individual, for example: 1. The organization's database was attacked and accessed without authorization. 2. Documents containing personal data of students/staff or employees of the university, etc. 3. Data that was surreptitiously stolen or copied.

2	Date/Month/Year and time the personal data breach incident was discovered	For example: December 1, 2024, at 09:00 AM.
3	The person who reported the incident	Specify the name of the person who first reported/discovered the incident.
4	List of personal data affected	1. Full name 2. Address 3. Phone number 4. Email 5. Health records
5	Number of data subjects affected	Specify the number of data subjects affected.
6	Response measures to stop the data breach	Specify the measures/actions taken to stop the threatening incident, for example, suspending the use of the system immediately upon discovering the incident, etc.
7	Notification of the incident to the data subject	(Only in cases where there is a high risk of affecting the rights and freedoms of the individual) Specify the actions taken by the Faculty/Division/Unit/Office/Institute/Center in notifying the data subject of the incident, along with remedial measures. For example, the office has sent a letter notifying the said incident to the data subject who may be affected via email, with a link attached for the data subject to change their password to access the system immediately.

8	Contact channels for the Data Protection Officer of the Faculty/Division/Unit/Office/Institute/Center	Full name: ………………………………………… Contact address: ……………………………… Contact channels: ………………………………

Sincerely, for your information and consideration.

(……………………………………………)

Dean of the Faculty………………………/Director…………………………

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