

# REPUBLIC OF RWANDA



## NATIONAL CYBER SECURITY AUTHORITY DATA PROTECTION & PRIVACY OFFICE

### PERSONAL DATA BREACH NOTIFICATION FORM

#### SECTION 1 – DETAILS OF DATA CONTROLLER GIVING THE NOTIFICATION

Name of Data Controller: .....	
(Tick as appropriate) Is Data Controller registered with NCSA*: <input type="checkbox"/> Yes <input type="checkbox"/> No	Registration Number: .....
(Tick as appropriate) <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> NGO <input type="checkbox"/> Other:.....	<input type="checkbox"/> Financial <input type="checkbox"/> Telecommunication <input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Aviation <input type="checkbox"/> Other:.....
Address	
Phone Number	
Email Address	
Website (if applicable)	
Name(s) of Data Processor (s) where personal data breach occurred (if applicable)	
<b>DATA PROTECTION OFFICER / CONTACT PERSON</b>	
Name	
Phone Number	
Email Address	
<b>REPRESENTATIVE IN RWANDA</b> (if Data Controller is established outside of Rwanda)	
Name	
Phone Number	
Email Address	

#### SECTION 2 – DETAILS OF PERSONAL DATA BREACH

When did the personal data breach happen?	..DD../..MM../..YYY... ..HH.. : ..MM..
If there has been a delay (more <b>than 48 hours</b> after becoming aware of the incident and notifying it to the Data Protection and Privacy Office)  Please provide your justifications for the delay	Please provide your justifications for the delay

SECTION 3 – SUSPECTED PERSONAL DATA BREACH DETAILS		
TYPE	NATURE	CAUSE
<input type="checkbox"/> Confidentiality breach <i>(i.e. unauthorised disclosure of or access to personal data)</i>  <input type="checkbox"/> Integrity breach <i>(i.e. alteration of data)</i>  <input type="checkbox"/> Availability breach <i>(i.e. loss or destruction of data)</i>	<input type="checkbox"/> Accidental Disposal <input type="checkbox"/> Cyberattack (e.g. hacking) <input type="checkbox"/> Email Leakage <input type="checkbox"/> Postal Leakage <input type="checkbox"/> Loss of Physical Documents <input type="checkbox"/> Loss of Electronic Devices <input type="checkbox"/> Employee Misconduct <input type="checkbox"/> Program Bug <input type="checkbox"/> Server Misconfiguration <input type="checkbox"/> Burglary <input type="checkbox"/> Others, please specify.....	<input type="checkbox"/> Employee error or omission <input type="checkbox"/> Employee intentional act <input type="checkbox"/> Contractor error or omission <input type="checkbox"/> Contractor intentional act <input type="checkbox"/> External intentional act <input type="checkbox"/> External unintentional act <input type="checkbox"/> Former employee error or omission <input type="checkbox"/> Former employee intentional act <input type="checkbox"/> Unknown
Additional detail about the personal data breach occurred (if any)	..... ..... .....	

**Did the Data Controller notify any other regulator/ law enforcement agency on the personal data breach?**

☐ YES ☐ NO (If YES, list the names).

.....  
 .....

☐ **I certify that the above information is correct and complete and hereby notify on personal data breach under the Law N° 058/2021 of 13/10/2021 relating to the protection of personal data and privacy.**

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Position:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**Notes:**

1. Pursuant the article 43& 44 of Rwanda's Law on protection of personal data and privacy, in case of personal data breach, the data controller, within forty-eight (48) hours after being aware of the incident, must communicate the personal data breach to the Data Protection and Privacy Office while waiting for completion of an internal investigation and drawing up a report on personal data breach with all facts available within seventy-two (72) hours after being aware
2. In case of data processor, she or he notifies the data controller within forty-eight (48) hours after being aware of the incident.
3. Please send the complete form to [databreach@dpo.gov.rw](mailto:databreach@dpo.gov.rw) and [dpp@ncsa.gov.rw](mailto:dpp@ncsa.gov.rw) by writing name of Data Controller in the email's subject.