**Data protection incident registration sheet**

in accordance with Art. 33 of the EU General Data Protection Regulation (GDPR)

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| Situation  (what exactly has happened, how could it happen, which personal data is affected) |  |
| Location (where did the incident take place) |  |
| If a technical device (laptop etc.) is affected by the incident, please provide details of this (type of device, system number etc.) |  |
| The following measures were taken to remedy the personal data breach |  |
| Date and time when the incident occurred |  |
| When did you become aware of the incident: |  |
| Your Name |  |
| Your telephone number and e-mail address where we can reach you at **short** notice for further clarification |  |
| Other contact point where information on the incident is available (if applicable) |  |