



If you suspect or detect that a personal data breach has happened or is ongoing¹, please fill in this form and send it to the National Archive's registrar (kirjaamo(a)arkisto.fi).

Name, location, phone number and email address of notifier
Date of notification

Date and time (as specifically as possible) of detection or receiving information on the possible breach and, if known, the start and end times of the breach.
Why do you suspect a breach has happened? Describe the events in as much detail as possible: what systems, events, processes etc. are your suspicions or observations related to?
Description of missing items (documents, computer, mobile phone, flash drive etc.)
Description of unlawfully or accidentally disclosed or destructed data. In addition to personal data pertaining to living people, was any sensitive or confidential data affected by the breach?
Scope of the breach (the scope of a breach related to the personal data of a single individual, or how many people are affected by the breach)
Other information that might be useful (e.g. information on who might be responsible for the breach or using the data)
Contact person for requesting more information (if someone else than the person filing this notification)

¹ The GDPR defines (article 4 (1) and (12)) personal data and personal data breaches as:

- **Personal data:** Any information relating to an identified or identifiable natural person (e.g. name, personal identification number, picture, biometric or genetic data) An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- A **personal data breach** is a breach of security leading to the unlawful processing of personal data. A personal data breach leads to the accidental destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.