

DATA BREACH REPORTING TEMPLATE

REPORTER DETAILS			
First Name:		Surname:	
Email Address:		Contact Number:	
Date:			
BACKGROUND DETAILS			
What personal data has been compromised <i><List all personal data that has been affected because of this incident></i>			
Affected Data Subjects <i><Indicate whose Data has been compromised></i>			
How did the breach occur? <i><Narrate in Full what transpired></i>			
Where did the Incident Occur? <i><State the Location at which this Incident might have occurred></i>			
When did it occur? <i>< Please specify the exact date or a reasonable date range when the incident likely occurred></i>			
Why did the Incident happen? <i><Why do you believe this incident might have happened></i>			
PLEASE ALSO PROVIDE ANY OTHER SUPPORTING DOCUMENTATION THAT WILL ASSIST WITH INTERNAL INVESTIGATIONS (Screenshots, Emails, Documents if possible).			

Please note that we will make every effort to process your Data Subject request within 30 calendar days in accordance with the Lesotho Data Protection Act. If there are any complexities that cause a delay, we will inform you of the reasons for the extended processing time. Should you have any queries whilst your request is being processed, please do not hesitate to contact us at lesotho@letshego.com.

Signature: _____

Date: _____