

# SCI Data Privacy – SUSPECTED PERSONAL DATA BREACH NOTIFICATION FORM

Please complete the below form and email to SCI via [dpo@scidomain.org.sg](mailto:dpo@scidomain.org.sg). DPO will contact you **within 5 working days**.

PART 1: Particulars of the individual reporting the suspected breach	
<b>TITLE and NAME</b> (Please enter your full name)	<b>PLEASE NOTE:</b> SCI takes your data privacy and security seriously. All suspected personal data breach reported will be investigated with priority.
<b>EMAIL ADDRESS</b> (Required)	

PART 2: Information Related to the Suspected Personal Data Breach Incident	
<b>DATE AND TIME OF THE SUSPECTED BREACH</b> (Please enter the date and time when you found out about the possible suspected breach)	<b>IS THIS THE FIRST TIME YOU ARE REPORTING A BREACH</b> (PLEASE SELECT [√] WHERE APPROPRIATE)  [        ] YES                      [        ] NO

PART 3: TYPE OF SUSPECTED BREACH (PLEASE SELECT [√] WHERE APPROPRIATE)	
<input type="checkbox"/> <b>Digital</b> (i.e. Hacking, Virus, Ransomware)	<input type="checkbox"/> <b>Verbal</b> (i.e. Erroneous information given over phone)
<input type="checkbox"/> <b>Electronics</b> (i.e. Lost of Laptop, Lost of Mobile Phone)	<input type="checkbox"/> <b>Hard-Copy</b> (i.e. Lost or Misplace Files)
<input type="checkbox"/> <b>Sensitive Data</b> (i.e. NRIC, Personal Data of Minor, Financial Information)	<input type="checkbox"/> <b>I am NOT sure</b> (i.e. Suspects there is a possible Personal Data Breach)

PART 4: DETAILS OF SUSPECTED INCIDENT (Please provide more information on reason for suspicion)

PART 5: Signature and Date	
<b>SIGNATURE</b> (Required)	<b>DATE</b> (Required)

- PLEASE NOTE:**
1. You may be contacted by SCI if additional information or further verification is required.
  2. To process this request, all information provided by the data subject and/or the third party might be shared with any of SCI's affiliated organizations, as well as third parties (i.e. service providers/vendors of SCI).
  3. By completing this form and submitting it, you acknowledge that the information you have provided is true and accurate to your best knowledge at the time of submission.
  4. SCI will ensure that all required actions are taken in a timely manner to contain the breach.

**Please check all information provided is accurate before submitting.**