



POTENTIAL DATA BREACH REPORTING FORM
CONFIDENTIAL

Date of incident: (or earliest known activity relating to the incident)	
Date that incident was reported to Privacy Officer:	
Who reported data breach to Privacy Officer:	
Description of data breach:	
How breach occurred: (If known)	
Dealership/s affected:	[Sydney / Melbourne / Brisbane]
How data breach was identified:	
Evidence retained:	[eg, copies of scam emails, logs of system access]
Steps taken to contain breach: (including status of those efforts)	[eg, shut down of system that was breached, forced change of passwords, recovery of affected records, stop of unauthorised practice]
Types of personal information affected:	
Estimated number of affected individuals:	
Other entities affected by the breach: (If any)	[Eg, this may include LSH Auto's service providers]
Any other comments or observations: (eg, any suggestions for next steps to be taken and the timing)	