



## **MODEL DATA SECURITY BREACH NOTIFICATION FORM**

### *Notice to Consumers and Other Affected Persons*

**Delaware Department of Justice  
Consumer Protection Unit  
820 N. French Street, 5th Floor  
Wilmington, DE 19801  
[security.breach.notification@state.de.us](mailto:security.breach.notification@state.de.us)**

The Consumer Protection Unit of the Delaware Department of Justice is making this Model Data Security Breach Notification Form available to provide assistance and guidance to businesses and other entities who are subject to Delaware's data breach notification law and are required to give notice of a data breach to affected persons pursuant to Title 6, § 12B-102(a) of the Delaware Code.

The Consumer Protection Unit of the Delaware Department of Justice will deem use of this Model Data Security Breach Notification Form to constitute appropriate written notice to affected persons required under Title 6, § 12B-102(a) of the Delaware Code. Other forms of written or electronic notice may be appropriate, but for ease of reading and accessibility CPU strongly encourages use of the headings substantially similar to those in the left column together with the use of plain, accessible, and non-technical language.

This form should not be used for providing notice to the Delaware Attorney General when notice to the Attorney General is required pursuant to Title 6, § 12B-102(d) of the Delaware Code. A different data breach notification form has been made available for that purpose on the Consumer Protection Unit's security breach notification web page:

<https://attorneygeneral.delaware.gov/fraud/cpu/securitybreachnotification>

[COMPANY NAME and/or LOGO]

## NOTICE OF DATA SECURITY BREACH

<b>What Happened?</b>	[describe in plain language; consider identifying the number of individuals, accounts, or records impacted by the breach, if known]
<b>When Did It Happen?</b>	[identify date or date range; if unable to identify precise date, explain why in plain language; if notification was delayed at request of a law enforcement agency due to a criminal investigation, consider disclosing that here]
<b>What Personal Information Was Involved?</b>	[describe in plain language, e.g.: <ul style="list-style-type: none"><li>• Social Security number</li><li>• driver's license number or state or federal ID card number</li><li>• credit, debit card, or financial account number, with access credentials</li><li>• passport number</li><li>• username or email address, along with password or security Q&amp;A to access</li><li>• medical treatment or condition information</li><li>• DNA profile</li><li>• health insurance information</li><li>• biometric information</li><li>• individual taxpayer identification number]</li></ul>
<b>What Are We Doing About It?</b>	[describe in plain language, e.g.: <ul style="list-style-type: none"><li>• how affected individuals will be protected</li><li>• what is being done to stop/minimize the breach</li><li>• what to expect in the future</li><li>• identify if credit monitoring or identity theft prevention services are offered and, if so, describe them</li><li>• whether FBI or other law enforcement has been notified]</li></ul>
<b>What You Can Do To Protect Yourself</b>	[describe in plain language, depending on personal information breached, e.g.: <ul style="list-style-type: none"><li>• put security freezes or fraud alerts on credit files (include contact information for major credit rating agencies)</li><li>• review credit reports for inaccurate data</li><li>• change passwords and security questions on affected accounts</li><li>• notify bank, credit card company, health insurer, IRS, SSA, state DMV</li><li>• explain what can be done if problems are found on an account, such as unauthorized charges</li><li>• report suspected identity theft to local law enforcement and FTC]</li></ul>
<b>Other Important Information:</b>	[describe in plain language]
<b>For More Information:</b>	[identify toll-free telephone number, internet web site, or other contact information; consider offering multiple methods]
<b>Date of Notice:</b>	[identify date on which the notice is issued]