

[NAME OF INSTITUTION / LOGO] \_\_\_\_\_ Date: [insert date]

NOTICE OF DATA BREACH

What  
Happened?

What  
Information  
Was  
Involved?

What We  
Are Doing.

What You  
Can Do.

Other Important Information.

[insert other important information]

For More  
Information.

Call [telephone number] or go to [Internet Web site]