



**SUBMISSION OF INCIDENT REPORT – BREACH OF INFORMATION SECURITY  
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**Note:** The incident must be reported to the Information Officer. It can be submitted by email to

[informationofficer@envisionafrica.co.za](mailto:informationofficer@envisionafrica.co.za)

1. Affidavits or other documentary evidence as applicable in support of the report may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

<b>ALLEGED BREACH OF SECURITY REGARDING PERSONAL INFORMATION</b>	
<b>A</b>	<b>DETAILS OF DATA SUBJECT / PERSON REPORTING</b>
Name(s) and surname/ registered name of data subject / person reporting	
Unique Identifier/ Identity Number:	
Business Unit / Office	
Residential, postal or business address:	
	Postal Code (     )
Contact number(s):	
E-mail address / Fax No:	
<b>B</b>	<b>PARTICULARS OF BREACH / INCIDENT</b> <i>(Please provide detailed information regarding the incident)</i>
Description of nature of breach and the personal information breached; and, where relevant data subject (particulars of individual whose information was breached)	

Identity of person / entity that breached the information security (if known)	
Particulars of witnesses / corroborating evidence (if available)	
Consequences of breach (if known)	
Proposal on immediate measures that should be taken	
Recommendations on mitigation of adverse effects (if any)	
Any other relevant information	

Signed at ..... this ..... day of .....20.....

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***Signature of data subject/ person reporting***