



## **LETTER TO SUBJECT INFORMATION OF LOSS**

### **Wording for letter to Data Subject in the event of a notifiable breach**

#### **Dear Sir/Madam**

Loss of Data Notification pursuant to Article 35 General Data protection Regulations  
We regret to have to inform you that a data security breach at our business has meant that certain of your personal data has been lost to a third party.

Either

The Data lost is as follows:

Or

We are not yet certain of the extent of the lost data but will inform you as soon as we are aware of exactly what is lost and in any event within 10 working days

Yours faithfully