



ANCHOR LAND

INCIDENT REPORT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Department: \_\_\_\_\_

With regard to:

Security incident<sup>1</sup>

Data breach<sup>2</sup>

Details:

*(Attach supporting documents, if necessary. Provide only complete, true, and correct information. Attach additional pages if necessary)*

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<sup>1</sup> refers to an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity, and confidentiality of personal data. It shall include incidents that would result to a personal data breach, if not for safeguards that have been put in place.

<sup>2</sup> refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed. A personal data breach may be in the nature of:

- 1. An *availability breach* resulting from loss, accidental or unlawful destruction of personal data;
- 2. *Integrity breach* resulting from alteration of personal data; and/or
- 3. A *confidentiality breach* resulting from the unauthorized disclosure of or access to personal data.

**Acknowledgment:**

By submitting this form and the information in it, I consent and agree to the use and processing of the information in this form to review and respond to the incident report. I confirm that the information provided in this form is correct and I am the person whose name appears on this form.

[Signature over printed name]

[Date]

*Data Privacy Notice: The information collected in this form is intended to enable the Company to respond to the incident report. Information submitted shall be kept secure and confidential, unless otherwise authorized by law. Collected information shall be protected and secured with reasonable and appropriate security measures, and shall be retained only for as long as necessary. If you have questions or clarifications related to the processing of your information, you may send a written request at [alhidataprivacy@anchorland.com.ph](mailto:alhidataprivacy@anchorland.com.ph).*