Our ref: xx/xx/xxx

DD Month Year

Addressee's name

Address or Sent by email:

**Data Breach Investigation**

Dear Name of recipient [the person impacted by the breach]

I am writing further to our email correspondence regarding the personal data breach that was reported to me on [insert date].

Whenever an allegation of a data breach is received it is my role to investigate that breach and establish what action is required to be taken.

**The breach**

[set out the details of the breach].

**The outcome**

[summary of the outcome of the investigation].

[This does not meet the threshold to report the matter to the Information Commissioner’s Office. No further external reporting will take place at this stage.] OR

[This meets the threshold and has been reported to the Information Commissioner's Office. We will notify you of the outcome of that report or any further information as soon as this is available to us.]

[We will implement the following internal measures to avoid this breach occurring in the future:

list any measures to take.]

If you have any questions regarding the investigation into this data breach or the outcome set out above, please do not hesitate to contact me.

If you wish to make a complaint regarding this investigation or the outcome, you can contact the Information Commissioner’s Office (ICO) via their website <https://ico.org.uk/make-a-complaint/> or by telephone 0303 123 1113.

Yours sincerely,