

Somalia Data Protection Authority

Compliance Toolkit Template

PERSONAL DATA BREACH REPORTING TEMPLATE

Version: 1.0

Date of Issue: January 2026

Status: Mandatory when a breach occurs

Issued under: Somalia Data Protection Act No. 005 (2023)

Important Legal Notice

Where a breach poses risk to individuals, notification to the Somalia Data Protection Authority must occur within 72 hours of awareness.

All breaches must be documented internally regardless of notification requirement.

1. Organization Information

Organization Name: _____

Address: _____

Email: _____

Telephone: _____

Contact Person / Data Protection Officer (if applicable):

Name: _____

Email: _____

Phone: _____

2. Description of the Breach

Date and time the breach occurred: _____

Date and time the breach was discovered: _____

Nature of the breach:

Confidentiality (unauthorized disclosure or access)

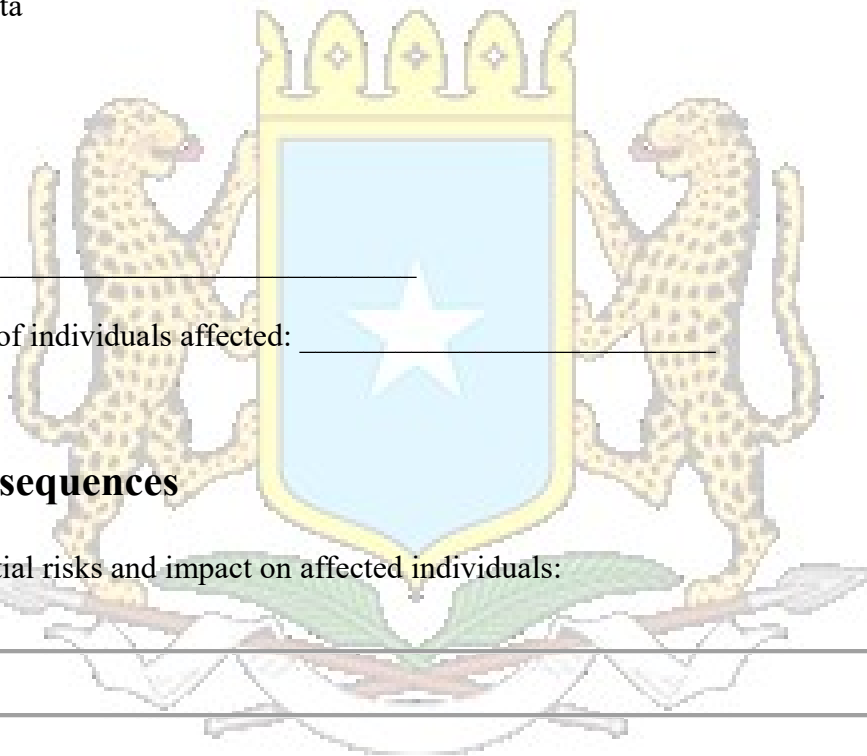
- Integrity (unauthorized alteration)
- Availability (loss or destruction)

Provide a detailed description of what happened:

3. Categories of Personal Data Involved

- Identification data
- Contact data
- Financial data
- Health data
- Biometric data
- Children's data
- Other (specify): _____

Estimated number of individuals affected: _____



4. Likely Consequences

Describe the potential risks and impact on affected individuals:

5. Measures Taken

Actions taken to contain the breach:

Actions taken to mitigate harm:

Steps taken to prevent recurrence:

6. Notification to Individuals

Have affected individuals been notified?

- Yes
 No

If yes, describe how and when:

If no, explain reasons:

7. Additional Information

Provide any further relevant information:

8. Internal Record-Keeping Confirmation

The organization confirms that this breach has been recorded in its internal breach register in accordance with the Act.

9. Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____

Disclaimer

This template is provided by the Somalia Data Protection Authority for general guidance purposes. Organizations remain responsible for ensuring compliance with the Somalia Data Protection Act No. 005 (2023). Use of this template does not constitute approval or certification by the DPA.

