



QFC Data Protection Regulations 2021

Notification of Personal Data Breaches



Data Protection Office
Qatar Financial Centre

Qatar Financial Centre Authority • PO Box 23245 • Doha, Qatar
T: +974 4496 7777 • F: +974 4496 7676 • info@qfc.qa • qfc.qa

Introduction

Article 31 of the [QFC Data Protection Regulation 2021](#) (the "Regulations") places an obligation on Data Controllers to notify the QFC Data Protection Office ("DPO") of all Personal Data Breaches within 72 hours, except where the Data Controller has determined that the Personal Data Breach is unlikely to result in a risk to the rights and legitimate interests of Data Subjects.

A Personal Data Breach is defined "as any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise Processed".

This definition is very broad and focuses not only on the loss of data but also on access, alteration, and destruction. In addition, this definition includes deliberate, malicious, and accidental breaches.

This form has been designed to comply with Article 31 of the Regulations and Rule 9 of the QFC Data Protection Rules 2021.

For more information on the obligations in Article 31 see the relevant section in the QFC Data Protection Regulations & Rules 2021 Guidance document, which can be accessed on the *Data Protection Resources* page at www.qfc.qa/data-protection.

Instructions

The form is divided into nine parts, each focusing on specific information that must be provided. Certain sections of the report are mandatory and will be highlighted by a red box and an asterisk by the field's name.

The firm must report Personal Data Breaches within 72 hours. However, as the firm may not be able to answer all of the questions at the time of reporting, where there is a mandatory field and the firm does not know the answer, put "unknown at this time" in the relevant field. Missing information can be provided at a later date.

Please complete all sections of the form and send it, together with any supporting documents, to dataprotection@qfc.qa.

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Part One – Details about your Company

Part Two – Details about your Data Processor involved in the Breach *(if any)*

Part Three – Details of the Breach: Breach Timeline



Yes

No

Yes

No

Part Four – Details of the Breach: Type of Breach

Please select all that apply by holding down the Ctrl key and clicking all applicable options



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Part Five – Details of the Breach: The Personal Data involved in the Breach



Part Six – Consequences of the Breach



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Part Seven - Action taken by the firm

Yes

No

Part Eight - Communication with the Data Subjects

Yes

No

Part Nine - Declaration



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