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Breach Notification Drafter

IT & Tech Compliance

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts data-breach notifications — to the regulator (Data Protection Board / CERT-In 6-hour reporting) and to affected individuals — aligned to DPDPA and CERT-In directions. Legal review is required and timelines are strict. For the overall plan use the Incident Response Plan.

Purpose of this tool & output

Draft breach notices to regulator and customers

How the output is used

Use the drafter to notify the regulator and affected customers of a data breach clearly and within the legal timeline.

Who receives it

The Data Protection Board / CERT-In, and the affected customers/data principals.

How to submit / file it

Notify CERT-In within the mandated window (6 hours for specified incidents) and the Board/customers per DPDPA, via the prescribed channel.

Who should vet it

A data-protection lawyer and your DPO, before anything is sent externally.

Important cautions

AI-generated draft; legal review REQUIRED before sending; timelines are strict.

Companion documents

- Incident Response Plan
- Post-Incident / RCA Report
- Incident Runbook (per threat)
- Severity Classification Matrix

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.