**ILNAS/PSDC/F005**

 **Incident Notification Form**

Modifications: title updated

1, avenue du Swing

L-4367 Belvaux

Tél.: (+352) 247 743 50

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confiance-numerique@ilnas.etat.lu

<https://portail-qualite.public.lu>

### Information about the form

According to Article 5, paragraph (2), of the Law of 25 July 2015 on electronic archiving, digitisation or e-archiving service providers are obliged “**to inform ILNAS without delay of the discovery of any event, circumstance or incident** likely to cause, or have caused, a violation of the provisions of this law or the Grand-ducal Regulations made in its execution.”

This notification form is to be used whenever a digitisation or e-archiving service provider established in Luxembourg intends to communicate events, circumstances, or incidents relating to Article 5, paragraph (2) of the Law of 25 July 2015 on electronic archiving to ILNAS.

All the documents relating to the way in which the ILNAS – Digital Trust Department operates can be found on the following website: <https://portail-qualite.public.lu>

The duly completed notification form must be sent or taken in an envelope marked "confidential" to:

**ILNAS**

**Digital Trust Department**

**1, avenue du Swing**

**L-4367 Belvaux**

Alternatively, the notification form can be sent electronically, in a secure way, to ILNAS – Digital Trust Department. Please contact the Digital Trust Department (confiance-numerique@ilnas.etat.lu) prior to sending the form and the documents to discuss the transmission modalities.

# Processing of personal data

ILNAS undertakes to respect the confidentiality of the information provided in this form and the supporting documents, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

The information submitted via this form will be collected by the Digital Trust Department of ILNAS in its function as supervisory body of digitization or e-archiving service providers, in accordance with the Law of 25th July 2015 on electronic archiving.

The collection and storage of the data provided via this form is necessary for obtaining the PSDC status and for the supervision of digitization or e-archiving service providers. No further processing of the submitted data will be carried out. The information submitted via this form will only be stored during the time the supervision is ongoing and for a period of 10 years after the supervision has ended.

Any person referred to in the form has the right, at any time, to consult and to rectify the data stored about him/her as well as to obtain a copy of the data, to request its deletion, to ask for its processing to be restricted or to object to the processing of the data. Requesting the deletion of the data, asking for its processing to be restricted, or objecting to the processing of the data may lead to the withdrawal of the PSDC status.

For exercising these rights, please contact the Digital Trust Department of ILNAS by using the contact details provided in the form. Complaints may also be lodged with the National Commission for Data Protection (CNPD), having its headquarters at 15, Boulevard du Jazz, L-4370 Belvaux. The data protection officer of ILNAS can be contacted via the following e-mail address:

dpo@ilnas.etat.lu

### A. General information

**A.1. Identification of the company or the institution operating the digitisation or e-archiving service**

name :

street and no. :

town :

country :

postcode :

postal address :

name of legal representative:       position:

company type :

legal status :

trade register no. :

VAT register no. :

telephone :

fax :

web site :

e-mail :

### B. Services affected by the event, circumstance or incident:

[ ]  Digitization

[ ]  E-archiving

### C. Details about the event, circumstance or incident:

**C.1. Identification of the details of the event, circumstance or incident**

Date of detection :

Duration :

Description :

Root causes :

Detailed causes :

Asset types affected :

**C.2. Impact of the event, circumstance or incident**

Category of impact:

[ ]  Confidentiality

[ ]  Integrity

[ ]  Availability

Severity of impact:

[ ]  No impact

[ ]  Insignificant impact: provider assets were affected but no impact on core services

[ ]  Significant impact: part of the customer/services is affected

[ ]  Severe impact: large part of the customer/services is affected

[ ]  Disastrous: the entire organization, all services, or all certificates are affected

Personal data impacted:

[ ]  Yes [ ]  No

Cross-border impact:

[ ]  Yes [ ]  No

**C.3. Measures to address the event, circumstance or incident**

Measures taken:

Measures planned to be taken:

Lessons learned:

**D Signature**

Name:

Date:

Signature of authorised signatory:

### E. Other information / Comments: