

Setting up your Notification Template(s)

The following document outlines the key information you need in order to complete your notification template(s)

Why do I need to complete a notification template?

When a data breach has occurred, you will want to notify the individuals affected and provide details of the incident itself. By completing the following steps, you can save time in the heat of an incident and have a predefined letter template(s) ready.

You can create a template(s) that incorporates standard commentary, and is aligned to your brand identity standards, logo(s), signature(s) and font(s).

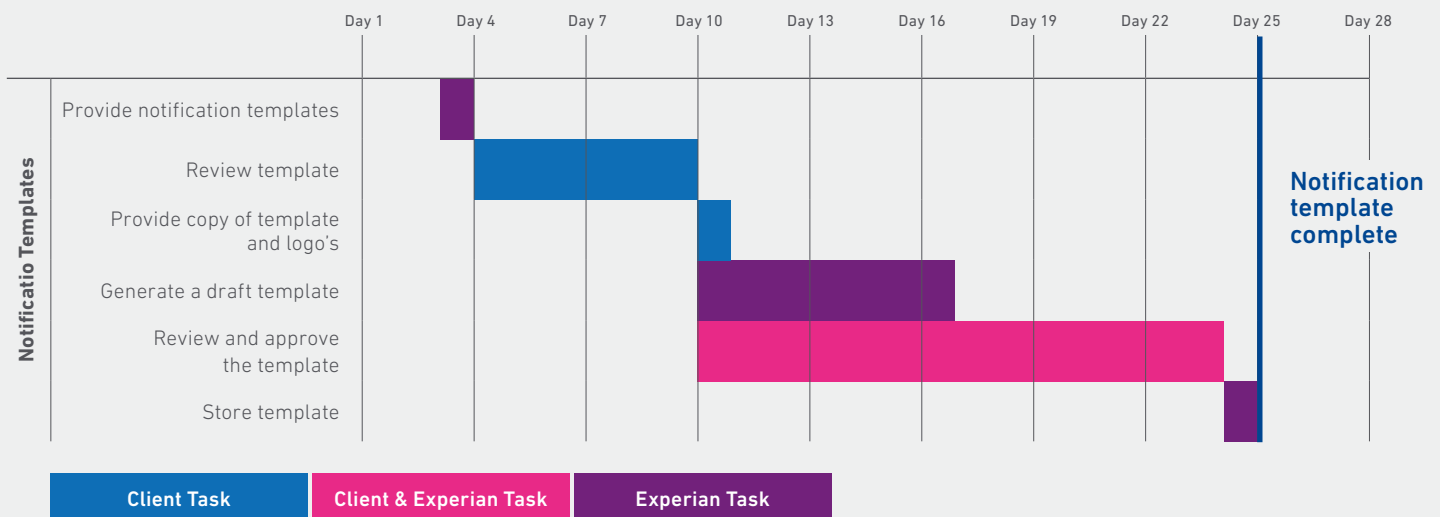
To help you we've shared a couple of example templates we use when creating standard templates as part of foundation data breach readiness service for our clients.



Summary of the steps we will take

To help you create your template we have included below a couple of examples you can download, amend and save within your business.

Below is also an example of the process we take with our clients to help them prepare their notification templates.



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Download Experian's notification template examples below.

We've shared below two notification templates so that you can create two letter templates. These incorporate references to Experian's standard credit/identity monitoring services. We generally provide this service to clients to help their customers/employees monitor what information has been found on the dark web and to enable them to keep up to date to changes on their credit report.

The other few things you need to think about are as follows:

- Would you print the notification letter?
 - Do you have a supplier who can help print and fulfil this for you and in good time?
- Would you print your letter double sided?
- How many pages would you like to restrict the notification to?
- Have you agreed your branding requirements, i.e. font style, sizes and colour eg. black/white.
 - Do you have multiple brands requiring different letter distribution strategies?
- Who would fulfil the letter or email if it is a large distribution?
- Do you have the expertise and resources to complete this internally?

If after reviewing these initial steps you would like to learn more about how Experian could support you in the development of your templates, resources, expertise in data breach notification printing and fulfilment in readiness for a breach contact us on breachresponse@experian.com

For more information please contact us

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