Assessing whether to report a breach to the supervisory authority · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Record the moment of discovery, the nature of the breach and the information required for the risk assessment.

Record and working document

Determine the scope, the people affected and the measures that can immediately mitigate the consequences.

Do not wait for the investigation to be completed if a report is required. Check the possibility of submitting it afterwards.

Working example · Assessing whether to report a breach to the supervisory authority

The user reports that they have received a confirmation containing another customer's data. The trader records the moment of discovery, stops any further transmission and assesses the impact on the individuals whose data have been disclosed.

Specific next steps

1. Determine the scope, the people affected and the measures that can immediately mitigate the consequences.

2. Do not wait for the investigation to be completed if a report is required. Check the possibility of submitting it afterwards.

3. Regardless of the outcome of the assessment, retain the injury documentation in accordance with clause 5.

Limits of application

When the data controller becomes aware of a personal data breach.

Sources

GDPR · Article 33, paragraphs 1 and 5

https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX%3A32016R0679

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-gdpr-povreda-prag-dokazi