



<p><b>(12) 漏えい等に係る経過</b>  *発生・発覚からの対応の経緯について時系列で記載する。</p>	
<p><b>(13) 漏えい等元・漏えい等した者</b></p>	<p><b>(14)情報の漏えい等元：</b> a.当該事業者、 b.委託先、 c.不明  <b>漏えい等に関わった者：</b> 1.従業者、 2.第三者、 3.その他、 4.不明  <b>意図的か不注意か：</b> 意図的、 不注意、 不明</p>
<p><b>(15) 本人等への対応</b></p>	<p><b>(16)本人への連絡：</b> 有 無  <b>その他の対応：</b> a.関係者の処分、 b.カード（銀行、クレジット等）の差し替え、  c.専用窓口の設置、 d.商品券等の配布、 e.詫び状の送付（郵送）、  f.警察への届出（〇月〇日）、 g.その他（ ）</p>
<p><b>(17) 事案の公表</b></p>	<p><b>(18) 有 無（理由： ）</b></p>
<p><b>(19) 2次被害</b></p>	<p><b>(20) 有（詳細： ） 無</b></p>
<p><b>(21) 事業者による対応（再発防止策）</b>  （注：単に「再発防止策の徹底等」の抽象的な記載に留まらず、当該再発防止策の具体的内容を記載すること。）</p>	<p><b>(22) a.組織的・人的安全管理措置</b>   <b>b.物理的・技術的安全管理措置</b></p>

<b>(23) 報告先</b>	<b>(24) 事業者から直接経済産業省に報告 ( 月 日 )</b> 認定団体 協会から経済産業省へ報告 その他 ( )
<b>(25)備考</b>	

**(1) Report date**

**(2) Person reporting**

**( Contact details: \_\_\_\_\_ )**

**(3) (1) Name of Business Enterprise**

**(4) (2) Field of Business**

**(5) (3) Date of Discovery**

**(6) Case Summary**

\* Including the cause of any leaks, etc.

\* To be written in such a way that the overall nature of the accident can be understood.

**(7) Summary:**

**(8) (5) Medium of data spill, details and number, items and numbers**

**(9) [Medium] Number**

**[Data items]**

**1. Basic information ((1) Name (2) Date of Birth (3) Gender (4) Address)**

**2. Additional Information ((5) Telephone number, (6) Email Address, (7) Family Information, (8) Health-related information, (9) Income / assets / liability information, (10) account number, (11) Credit card number, (12) Transaction history, (13) Other ( )**

**[Number of Cases] Number of individuals**

**(a. Client information: \_\_\_ people, b. Employee information: \_\_\_ people**

**c. Other personal information: \_\_\_ people)**

**(10) (6) Information protection measures (e.g. encryption)**

**(11) a. Measures in place**

**b. Partial measures in place (Details: \_\_\_\_\_ )**

**c. No measures in place**

**d. Unknown**

**(12) (7) Handling of leaks, etc.**

\* Write chronologically about the response process starting with occurrence and discovery

**(13) (8) Location of leaks / offender (leaker).**

**(14) Location of leaks, etc.:**

**(a) the Business Enterprise (b) Commissioned Company (c) Unknown**

**Person connected with the leak, etc.:**

**1. Employee 2.Third Party 3.Others 4.Unknown**

**Intentionality:**

**(1) Deliberate (2) Carelessness (3) Unknown**

**(15) (9) Response towards the client affected by the leak**

**(16) Did you contact the affected client: Yes No**

**Other responses:**

**a. Disciplinary action against the person responsible**

**b. Replacement of cards ( Bank card, credit card, etc. )**

**c. Creation of a dedicated contact unit to deal with this issue**

**d. Presentation of gift certificates, etc.**

**e. Sending of a letter of apology (via post)**

**f. Police notification (date: )**

**g. Other ( )**

**(17) (10) Public announcement of the case**

**(18) Yes**

**No (Reason: )**

**(19) (11) Secondary damage**

**(20) Yes (Details: )**

**No**

**(21) (12) Response made by the business enterprise (measures to prevent recurrence)**

(Caution: do not simply enter an abstract comment such as “thoroughly implement stringent measures in place to prevent reoccurrence,” but rather give specific details of such measures)

**(22) a. Organizational / personal safety management measures**

**b. Physical / technological safety management measures**

**(23) (13) Report Destinations**

**(24) Date of direct reporting by the business enterprise to the Ministry of Economy, Trade and Industry: (Date: )**

**Name of accredited body (institution) that contacted the Ministry of Economy, Trade and Industry: ( )**

**Other ( )**

**(25) Remarks**