



Start Here

GDPR Breach Response - Free Edition

Sylvan Assurance, LLC

2026-07-21

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Version 1 · Updated 2026-07-21

For anyone who might be told first about a personal-data breach and needs the shape of the next 72 hours.

When you have worked through this, you will have: your notify-or-document triage verdict from the free assessment, and a 72-hour battle-card someone can hold at the start of an incident.

Your Free tier holds **1 document** (plus the interactive assessment). A “start here, in this order” guide only earns its place once there are several documents to sequence — so at this tier it is a single entry and a pointer onward.

The one guide

1. The GDPR 72-Hour Battle-Card

PDF · 10 min · Anyone who might be told first

A short printable card laying out the sequence of the first 72 hours — awareness, risk assessment, coordination, submission — alongside the list of things not to do.

Reach for it when: Now, before anything happens — and give a copy to anyone who might be told first.

You finish with: A shared understanding of the sequence, and a card someone can hold at the start of an incident.

The interactive assessment

Not a document — a short decision-tree triage that returns a notify-or-document verdict and the 72-hour deadline.

→ Take the free breach readiness assessment.

When you outgrow the free tier

The Solo toolkit turns the card into a worked response — the triage steps, the Article 33 notification template, and the do-not-touch list — with a Start here catalog to sequence them.

→ See the Solo, Team and Enterprise editions.

About This Document

This document is part of the **GDPR Breach Response - Free Edition**, produced by **Sylvan Assurance, LLC**.

It provides **general guidance and recommended practices**, drawn from widely recognised standards and frameworks. It is **not** a professional audit, a certification, or legal advice, and it does not create any advisory or consulting relationship.

Every recommendation in this document is **optional** - a widely accepted way to reduce a common risk. You decide which recommendations to adopt, adapt, or decline. Following this guidance reduces exposure to common problems, but it **does not guarantee any particular outcome**. Responsibility remains with you as the operator of your business.

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Scan for the companion book to this toolkit.
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