



**USER MANUAL
PERSONAL DATA PROTECTION SYSTEM (SPDP)**

DATA BREACH NOTIFICATION (DBN)

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1.0 INTRODUCTION

Act gazetted to regulate the processing of personal data carried out for commercial transactions in Malaysia. The primary purpose of this Act is to protect the personal data of individuals from being misused by irresponsible parties. Section 12B of the Personal Data Protection Act [Act 709] provides for data breach notification obligations to the Personal Data Protection Commissioner (Commissioner) and data subjects under Act 709 in the event of a personal data breach as defined by Act 709 and Circular No. 2/2025. The effective date begins on June 1, 2025.

2.0 PURPOSE

This User Manual is intended to provide guidance to data controllers on the steps for reporting data breach notifications to the Commissioner.

3.0 PREREQUISITE

Before initiating a notification, data controllers shall ensure that a personal data breach has occurred and results in significant harm if the following risks exist:

- a) may result in physical harm, financial loss, a negative effect on credit records or damage to or loss of property;
- b) may be misused for illegal purposes;
- c) consists of sensitive personal data;
- d) consists of personal data and other personal information which, when combined, could potentially enable identity fraud; or
- e) significant scale if the number of affected data subjects exceeds one thousand (1,000).

4.0 DATA BREACH NOTIFICATION (DBN) REPORTING

4.1 DBN REGISTRATION

Pendaftaran

Pegawai Perlindungan Data (DPO)

Anda wajib mendaftarkan Pegawai Perlindungan Data sekiranya pemprosesan melibatkan:

- i. data peribadi melebihi 20,000 bilangan subjek data;
- ii. data peribadi sensitif termasuk maklumat kewangan melebihi 10,000 bilangan subjek data; atau
- iii. aktiviti yang memerlukan pemantauan berkala dan sistematik

Step 1:
Visit <https://daftar.pdp.gov.my>. Under the Data Breach Notification (DBN) module, click **"Pemberitahuan Pesuruhjaya"**.

Pemberitahuan

Pelanggaran Data (DBN)

Sekiranya anda mempunyai sebab untuk mempercayai bahawa berlakunya pelanggaran, kehilangan, penyalahgunaan atau akses tanpa kebenaran terhadap data peribadi, sila beritahu kepada Pesuruhjaya.

Pemberitahuan Pesuruhjaya >

Figure 1: Personal Data Protection System (SPDP) Homepage

Pemberitahuan Pelanggaran Data Data Breach Notification

Borang pemberitahuan ini digunakan apabila pengawal data ingin melaporkan pelanggaran data kepada Pesuruhjaya Perlindungan Data Peribadi ("Pesuruhjaya").

Sila ambil perhatian bahawa maklumat yang diminta dalam borang pemberitahuan ini tidak muktamad. Pesuruhjaya mungkin menghendaki butiran lanjut mengenai insiden untuk memudahkan siasatan. Di mana dan setakat mana tidak dapat memberikan semua maklumat yang diminta dalam borang pemberitahuan, adalah memadai untuk melengkapkan borang ini setakat mana maklumat yang ada.

Maklumat tambahan hendaklah diberikan kepada Pesuruhjaya secara berperingkat secepat mungkin tidak lewat daripada tiga puluh (30) hari dari tarikh pemberitahuan awal.

This notification form is used when the data controller wants to report a data breach to the Personal Data Protection Commissioner ("Commissioner").

Please note that the information requested in this notification form is not final. The Commissioner may require further details about the requested information if all the information is not available.

Additional information should be provided to the Commissioner in stages as soon as possible, not later than thirty (30) days from the date of the initial notification.

Step 2:
Click **"New notification"** then click **"Continue"**

Pemberitahuan baharu / New notification

Kemaskini / Update

Teruskan / Continue



Figure 2: DBN Main Page

[Kembali/ Return](#)

Kemudaran Yang Ketara Pelanggaran Data Peribadi

Pemberitahuan pelanggaran data peribadi **HANYA** diwajibkan sekiranya pelanggaran data peribadi tersebut menyebabkan kemudaran yang ketara sahaja. Sila pastikan pelanggaran data peribadi yang berlaku memenuhi **SALAH SATU ATAU BEBERAPA** dari kriteria-kriteria berikut:

Significant Harm of Personal Data Breach

Notification of a personal data breach is **ONLY** mandatory if the breach results in significant harm. Please ensure that the personal data breach meets **ONE OR MORE** of the following criteria:

Sila pilih satu atau beberapa daripada kriteria berikut./ Please select one or more of the following criteria.*

- 1. Boleh mengakibatkan kecederaan fizikal, kerugian kewangan, kesan negatif terhadap rekod kredit, kerosakan atau kehilangan harta benda.
May result in physical injury, financial loss, negative impact on credit records, damage to or loss of property.
- 2. Boleh disalah guna untuk tujuan yang menyalahi undang-undang.
May be misused for unlawful purposes.
- 3. Mengandungi data peribadi sensitif.
Contains sensitive personal data
- 4. Mengandungi data peribadi dan maklumat peribadi yang apabila digabungkan berpotensi untuk membolehkan.
Contains personal data and personal information which, when combined, has the potential to enable identity fraud.
- 5. Pelanggaran data peribadi dianggap "berskala signifikan" jika bilangan subjek data yang terjejas melebihi satu ribu (1,000).
A personal data breach is considered 'significant in scale' if the number of affected data subjects exceeds one thousand (1,000).

Step 3:
Answer the questions provided and click "Fill form"

Isi borang / Fill form

Figure 3: Significant Harm Assessment Page

Organisasi / Organisation *

Sektor / Sector *

Pilih Sektor/ Choose Sector

Nama Penuh / Full Name *

Alamat / Address *

Alamat (baris 2) / Address (line 2) *

Alamat (baris 3) / Address (line 3)

Poskod / Postcode * Negeri / State *
Sila Pilih / Please Choose

Bandar / Town *

Pilih Bandar

Telefon / Phone No * Emel / Email *

BUTIRAN PENGAWAL DATA / DATA CONTROLLER DETAILS

Step 4:
Complete the required information.

Step 5:
Click "Send".

Hantar / Send

Figure 4: Organisation Information Fill Out Page

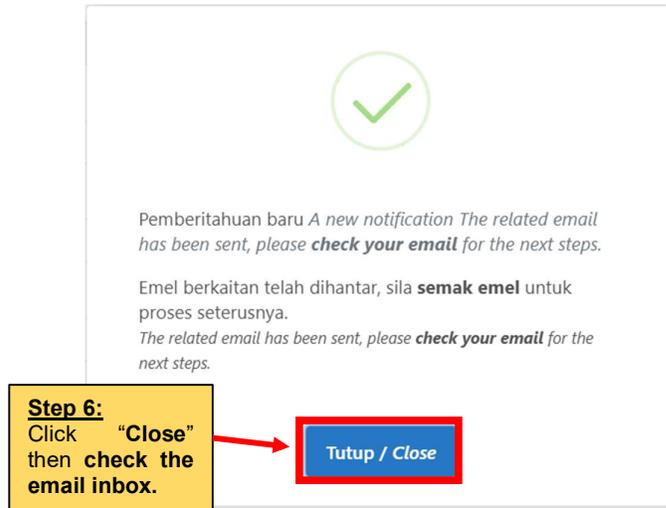


Figure 5: Successful Notification Of Email Registration

4.2 DBN FORM SUBMISSION

The following steps are to complete the data breach notification form:



Berikut merupakan nombor Pemberitahuan sebagai rujukan anda.
The following is the notification number for your reference.

Step 7:
Check the **email** and **click on the reference number.**

DRAFT

Klik pada pautan untuk kemaskini maklumat Pemberitahuan, atau
Click on the link to update the Notification information, or

salin dan tampal pada alamat pelayar.
copy and paste into the browser address bar

<https://> _____

Aktif sehingga / *active until* 24-02-2026 06:58 pm

Terima kasih / *Thank you.*

Figure 6: Email Notification Display

DRAFT Seksyen A / Section A Seksyen B / Section B Seksyen C / Section C Seksyen D / Section D Seksyen E / Section E Seksyen F / Section F

Seksyen A: Maklumat Asas

Adakah anda mengemukakan pemberitahuan ini dalam masa 72 jam selepas menyedari pelanggaran data peribadi tersebut?
Are you submitting it within the 72 hours after becoming aware of the personal data breach?

Ya / Yes Tidak / No

Step 8:
Complete the requested information and click the **"Next"** button, or click **"Save Draft"** to keep it as a draft.

Seterusnya / Next Simpan / Save Draft

Figure 7: DBN Form Page

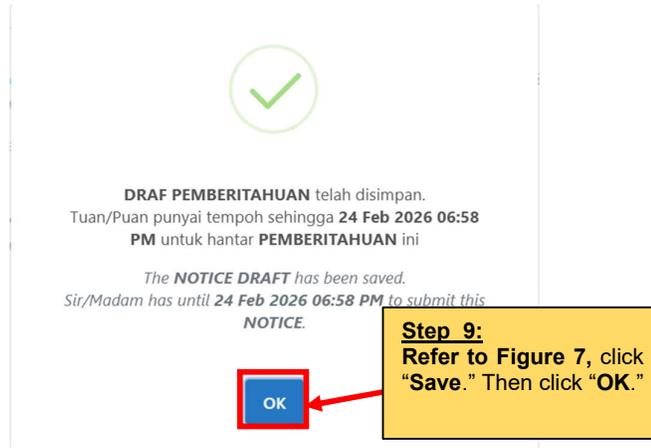


Figure 8: Successful Save Notification Display for DBN Draft

● Seksyen F: Lain-lain / Section F: Others

20. Adakah terdapat maklumat tambahan berkaitan pelanggaran data peribadi ini? *
Is there any additional information related to this personal data breach?

Berdasarkan maklumat yang anda telah berikan, kami akan menghubungi anda untuk memaklumkan tentang langkah-langkah seterusnya. Semua data peribadi yang dikemukakan hanya akan digunakan untuk tujuan yang berkaitan secara langsung dengan pemberitahuan ini dan pelaksanaan kuasa dan fungsi pengawalseliaan Pesuruhjaya.

Based on the information you have provided, we will contact you to inform you of the next steps. All personal data submitted will be used solely for purposes directly related to this notification and the exercise of the Commissioner's regulatory powers and functions.

Adakah anda memahami kenyataan di atas?
Do you understand the statement above?

Step 10:
Before clicking the "Submit" button, ensure that all required information has been completed. Then click the "Submit" button.

Ya / Yes Tidak / No

Figure 9: Final Page of the DBN Form

Pengesahan penghantaran
Verification for submit

Sila tandakan kotak di bawah untuk mengesahkan laporan, kemudian klik "Hantar" untuk meneruskan.
Please check the box below to confirm the report, then click "Submit" to continue.

Step 11:
Tick the checkbox to confirm and agree before proceeding with the submission.

Saya mengesahkan bahawa maklumat yang dimasukkan adalah betul dan ingin menghantar senarai semak pelanggaran privasi saya kepada JPDP.
I confirm that the entered information is correct and wish to submit my privacy breach checklist to JPDP.

Cetak salinan.
Print a copy for my record.

Step 12:
Click "Submit" button.

Hantar / Submit **Batal / Cancel**

Figure 10: Confirmation and Consent Display



PEMBERITAHUAN telah **dihantar**.
Tuan/Puan punyai tempoh sehingga **24 Mar 2026 11:05 PM** untuk **kemaskini PEMBERITAHUAN** ini.

*The NOTIFICATION has been **send**.
You have until **24 Mar 2026 11:05 PM** to update this NOTIFICATION.*

Step 13:
Click "OK" button.

OK

Figure 11: Successful Submission Notification Display

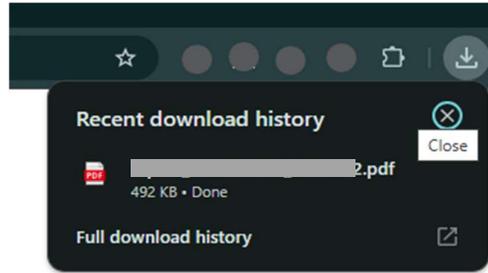


Figure 12: Notification Display Confirming the DBN Copy Has Been Successfully Downloaded for the Data Controller’s Record



Pemberitahuan telah berjaya dihantar.
Notification has been successfully submitted.

Berikut ialah nombor Pemberitahuan untuk rujukan:
The following is the notification number for reference:

DBN- [REDACTED]

Salinan Borang Pemberitahuan dilampirkan bersama e-mel ini.
A copy of the Notification Form is attached to this email.

Terima kasih / *Thank you.*

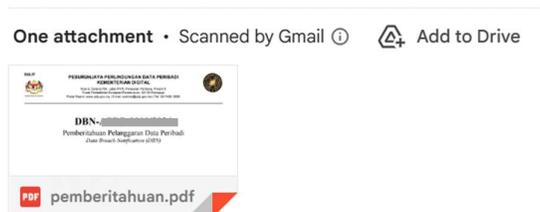


Figure 13: Email Display Confirming Successful Submission of the DBN Form with Attached DBN Form

4.3 DBN FORM UPDATE

- i. The following are the steps to update the Draft Data Breach Notification Form:

Pemberitahuan Pelanggaran Data *Data Breach Notification*

Borang pemberitahuan ini digunakan apabila pengawal data ingin melaporkan pelanggaran data kepada Pesuruhjaya Perlindungan Data Peribadi ("Pesuruhjaya").

Sila ambil perhatian bahawa maklumat yang diminta dalam borang pemberitahuan ini tidak muktamad. Pesuruhjaya mungkin menghendaki butiran lanjut mengenai insiden untuk memudahkan siasatan. Di mana dan setakat mana tidak dapat memberikan semua maklumat yang diminta dalam borang pemberitahuan, adalah memadai untuk melengkapkan borang ini setakat mana maklumat yang ada.

Maklumat tambahan hendaklah diberikan kepada Pesuruhjaya secara berperingkat secepat mungkin tidak lewat daripada tiga puluh (30) hari dari tarikh pemberitahuan awal.

Step 14:
Click "Update" and then click on the box below. Enter the form reference number and the Data Controller's email address.

Pemberitahuan baharu / New notification Kemaskini / Update

Nombor rujukan pemberitahuan asal. (Contoh: DBN-APDP-000X/2026) *
Reference number of the original notification. (Example: DBN-APDP-000X/2026)

DRAFT-A

E-mel Pengawal Data. *
Data Controller Email.

Step 15:
Click "Continue".

Teruskan / Continue

Figure 14: DBN Main Page

Permintaan anda untuk kemaskini Pemberitahuan
DRAFT- [REDACTED]
(dibuat pada "22-02-2026 06:58 pm")
Telah dihantar ke emel yang didaftarkan.

Your request to update Notification
DRAFT- [REDACTED]
(submitted on "22-02-2026 06:58 pm")
Has been **SENT** to the registered email.

Step 16:
Click "OK" and check your email inbox as shown in Figure

OK

Figure 15: Successful Submission Notification Display

- ii. The following are the steps to update the Data Breach Notification Form:

Pemberitahuan Pelanggaran Data Data Breach Notification

Borang pemberitahuan ini digunakan apabila pengawal data ingin melaporkan pelanggaran data kepada Penerimaan Pendaftaran Data Berisiko ("Penerimaan").

Sila ambil perhatian bahawa maklumat yang diminta dalam borang pemberitahuan ini tidak insiden untuk memudahkan siasatan. Di mana dan setakat mana tidak dapat memberikan memadai untuk melengkapkan borang ini setakat mana maklumat yang ada.

Maklumat tambahan hendaklah diberikan kepada Pesuruhjaya secara berperingkat secepat mungkin pada awalnya.

Step 17: Click "Update" and then click on the box below. Enter the form reference number as shown in Figure 13.

Step 18: Then click "Continue" and click "OK." Check your email inbox as shown in Figure 17.

Permintaan anda untuk kemaskini Pemberitahuan
DBN- [REDACTED]
(dibuat pada "22-02-2026 06:58 pm")
Telah dihantar ke emel yang didaftarkan.
Your request to update Notification
DBN- [REDACTED]
(submitted on "22-02-2026 06:58 pm")
Has been SENT to the registered email.

OK

Teruskan / Continue

Figure 16: DBN Main Page and Successful Notification Display



Berikut merupakan nombor Pemberitahuan sebagai rujukan anda.

The following is the notification number for your reference.

DBN- [Redacted]

Step 19:
Click on the reference number.

Klik pada pautan untuk kemaskini maklumat Pemberitahuan, atau

Click on the link to update the Notification information, or

salin dan tampal pada alamat pelayar.

copy and paste into the browser address bar

[https://\[Redacted\]](https://[Redacted])

Aktif sehingga / active until 05-12-2025 02:16 pm

Terima kasih / Thank you.

Hakcipta Terpelihara 2025 © Pesuruhjaya Perlindungan Data Peribadi

Figure 17: Email Notification Display

Seksyen F: Lain-lain / Section F: Others

20. Adakah terdapat maklumat tambahan berkaitan pelanggaran data peribadi ini? *

Is there any additional information related to this personal data breach?

Berdasarkan maklumat yang anda telah berikan, kami akan menghubungi anda untuk tujuan yang berkaitan dengan pelanggaran data peribadi ini. Semua data peribadi yang dikemukakan hanya akan digunakan untuk tujuan yang berkaitan dengan pelanggaran data peribadi ini dan pelaksanaan kuasa dan fungsi pengawalseliaan Pesuruhjaya.

Based on the information you have provided, we will contact you to inform you about the personal data breach. All personal data provided is for the purpose of this notification and the exercise of the Commissioner's regulatory powers and functions directly related to this notification.

Adakah anda memahami kenyataan di atas?
Do you understand the statement above?

Step 20:
Before clicking the "Submit" button, ensure that all required information has been completed. Then click the "Submit" button. Refer to Figures 10 to Figure 13 for the subsequent steps.

Ya / Yes Tidak / No

Hantar / Submit

Figure 18: DBN Form

5.0 CLOSURE

This user manual is prepared to facilitate the DBN reporting process in accordance with Act 709. All steps outlined must be followed carefully to ensure that the submission is completed accurately and comprehensively. For the latest information, users may refer to the official website of the Personal Data Protection Department at <https://www.pdp.gov.my/>.

If you encounter any technical issues or wish to lodge a technical complaint, please contact:

- Email: aduan@pdp.gov.my
- Telephone: 03-8861 1402 | 03-8861 1404 | 03-8861 4103 | 03-8861 1101