**Model for a Q&A**

The following sample questions can be used when preparing a press release, in drawing up an official wording for media enquiries or interviews and, if necessary, can be posted on a website as FAQs after the initial press release.

If a criminal complaint has been filed, it is important that the answers are agreed with the prosecuting authorities so as not to jeopardise the investigation.

1. **What was the origin of the attack?**

* Confer with law enforcement authorities as to what may be communicated.

1. **Who is behind the attack?**

* Confer with law enforcement authorities as to what may be communicated.

1. **When did the commune discover the attack?**

* Confer with law enforcement authorities as to what may be communicated.

1. **What steps have been initiated?**🡪 Confer with law enforcement authorities as to what may be communicated.
2. **How did the attack come about?**

* Confer with law enforcement authorities as to what may be communicated.

1. **What data is affected and how sensitive are those data?**

* In sensitive data is affected, the Federal Data Protection and Information Commissioner must be notified of the incident: <https://www.edoeb.admin.ch/edoeb/de/home/meldeportale/databreach.html>
* If it is known what data is affected, mention this in the press release. Otherwise, refer to the ongoing analyses and state that information will be provided at a later date.

1. **How are those concerned being notified?**
2. **Has a ransom been demanded and has it been paid?**

* The National Cyber Security Centre generally advises against paying a ransom.