



Privacy Breach Report Form

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Reporting Suspected or Confirmed Privacy Breaches

Consult *Privacy Breach Notification Procedure* before completing this form. Contact the Freedom of Information and Privacy Coordinator at privacy@brocku.ca 905-688-5550 x5380.

NOTE: To fill in this form and save a copy for your records, open the form in Adobe Acrobat Pro X or later. You may open the form in Adobe Reader but you cannot save the form – fill in and print only.

Ensure that the necessary details of the incident and any corrective actions are documented in **Steps 1 to 2** below, to aid in the investigation and corrective action (Step 4) by the Freedom of Information & Privacy Office.

General Information

Name and title of unit head/Dean in charge of assessment and investigation:

Date of incident:

Location of incident:

When and how incident was discovered:

What happened (brief description):

Step 1: Contain

Have the records concerned been retrieved or access to them stopped? ☐ Yes ☐ No

Can you confirm that no copies have been made or retained by the individual(s) concerned who were not authorized to receive the information? ☐ Yes ☐ No

Provide contact information for individual receiving unauthorized information (for any required follow-up action – if more than one individual, attach details in separate sheet)

Name:

Phone:

Email:

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If a system was breached, date the system was shut down:

Computer access codes or authorizations revoked or changed on:

Identify and describe any weaknesses in physical or electronic security:

Corrective actions recommended:

Step 2: Assess the Risks

Personal Information

What personal information was involved? List the data elements:

Format of records:

Was information encrypted, anonymized or otherwise not easily accessible? ☐ Yes ☐ No

Does the information concern an individual who is an EU (European Union) resident? ☐ Yes ☐ No

Describe the physical or technical security measures in place at the time of the breach:

Sensitivity of personal information: ☐ High ☐ Medium ☐ Low

In general, the more sensitive the personal information, the greater the harm to individuals from a privacy breach. Note that these are general examples only; content also determines sensitivity.

High – e.g. health, name in conjunction with SIN or credit card number

Medium – e.g. opinion material

Low – e.g. name and student ID# only

Cause and extent of the breach

Cause of breach:

Risk of ongoing or further exposure of the information: ☐ High ☐ Medium ☐ Low

Is this breach: ☐ an isolated incident ☐ the result of a systemic problem

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Describe the incident in full:

Number of individuals whose personal information is affected by the breach:

Affected individuals or groups: ☐ students ☐ employees ☐ external ☐ others, describe:

Foreseeable harm

Is there foreseeable harm from the breach? ☐ Yes ☐ No ☐ I don't know

Harm to individuals

☐ risk to physical security ☐ financial loss ☐ identity theft ☐ damage to reputation/relationships

☐ other, describe:

Harm to Brock University

☐ loss of trust in institution ☐ damage to University reputation ☐ financial losses or exposure ☐ legal proceedings

☐ other – describe:

Harm to Public

☐ risk to public health ☐ risk to public safety ☐ other – describe:

Report completed by
(name, unit, position title):

Date:

Send completed Privacy Breach Report Form to the FIPPA Coordinator. If sending by email, save this form with a new name and attach to email. PDF form requires Adobe Acrobat Pro X or later.

IMPORTANT NOTE: Limit distribution of the completed Privacy Breach Report Form to only those individuals who need to be informed about the incident as part of their duties and responsibilities.

Step 3: Notify Affected Individuals (To be completed by FIPPA Coordinator)

Depending on the circumstances, notifications could include some or all of the following – see the *Privacy Breach*

Notification Procedure for details. Notice applicable? ☐Yes ☐No If yes:

- Have all affected individuals been notified as to: Description of breach ☐Yes ☐No
- The specifics of the information inappropriately accessed, collected, used or disclosed ☐Yes ☐No
- Steps taken so far to address the breach ☐Yes ☐No
- Future steps planned to prevent further privacy breaches ☐Yes ☐No
- Additional information, if required, about how individuals can protect themselves ☐Yes ☐No
- Contact information for individual (include position title) within the University to answer questions or provide further information ☐Yes ☐No

Date(s) of notification:

Form of notification: ☐letter ☐in person ☐telephone ☐email ☐other – describe:

If all affected individuals have not been notified, please explain:

GDPR:

Did the breach affect the rights and freedoms of an EU resident? ☐Yes ☐No

If yes, has individual been notified of the categories and approximate number of data subjects, records concerned, and likely consequences of the breach? ☐Yes ☐No Date(s) of Notification:

Does a Student Exchange Agreement require Brock University to notify the home university? ☐Yes ☐No

If yes, has the home university been notified? ☐Yes ☐No Date(s) of Notification:

Was notification within the timeframe set out in a Student Exchange Agreement? ☐Yes ☐No

Step 4: Investigate and Correct (To be completed by FIPPA Coordinator)