

A privacy breach occurs when there is unauthorized access to or collection, use, disclosure or disposal of personal information. Such activity is “unauthorized” if it occurs in contravention of the Personal Information Protection Act or part 3 of the Freedom of Information and Protection of Privacy Act.

The most common privacy breaches happen when personal information of your patients, customers or employees is stolen, lost or mistakenly disclosed – for example, when a

Use this form to evaluate your public body or organization's response to a privacy breach, and to decide whether to report the breach to the Office of the Information and Privacy Commissioner (“OIPC”).



Privacy Breach Checklist

Date of report: _____

Contact information

Public Body / Organization: _____

Contact Person: _____

Name: _____

Title: _____

Phone: _____ Fax: _____

E-Mail: _____

Mailing address: _____

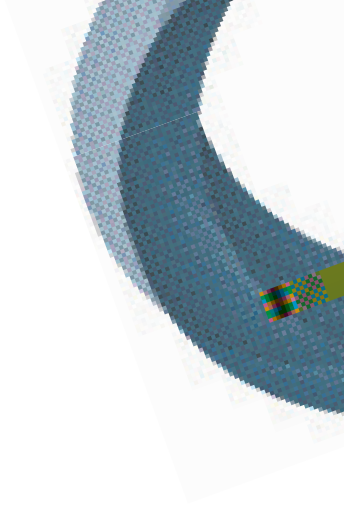
Risk evaluation

Incident Description

1. Describe the nature of the breach and its cause:

2. Date of incident:

3. Date incident discovered:



9. Describe technical security measures:

Encryption

Password

Other (Describe) _____

Describe organizational security measures (security clearances, policies, role-based access, training programs, contractual provisions):

Harm from the Breach

10. Identify the type of harm(s) that may result from the breach:

Identity theft

Notification

11. Has your Privacy Officer been notified?
- Yes Who was notified and when? _____
- No When to be notified? _____
12. Have the police or other authorities been notified (e.g. professional bodies or persons required under contract)?
- Yes Who was notified and when? _____
- No When to be notified? _____
13. Have affected individuals been notified?
- Yes Manner of notification: _____
- Number of individuals notified: _____
- Date of notification: _____
- No Why not? _____
14. What information was included in the notification?
- Date of the breach
- Description of the breach
- Description of the information inappropriately accessed, collected, used or disclosed
- Risk(s) to the individual caused by the breach
- Steps taken so far to control or reduce the harm
- Future steps planned to prevent further privacy breaches
- Steps the individual can take to reduce the harm
- Privacy Commissioner contact information
- Organization contact information for further assistance

15. Should the Office of the Information and Privacy Commissioner be notified of the breach? Consider the following factors:
- The personal information involved is sensitive
 - There is a risk of identity theft or other harm including pain and suffering or loss of reputation
 - A large number of people are affected by the breach
 - The information has not been fully recovered
 - The breach is the result of a systemic problem or a similar breach has occurred before
 - Your organization or public body requires assistance in responding to the privacy breach
 - You want to ensure that the steps taken comply with the organization's or public body's obligations under privacy legislation

If you are reporting this breach to the OIPC, please include a copy of the notification letter.

Prevention

16. Describe the immediate steps taken to contain and reduce the harm of the breach (e.g. locks changed, computer access codes changed or revoked, computer systems shut down):

17. Describe the long-term strategies you will take to correct the situation (e.g. staff training, policy development, privacy and security audit, contractor supervision strategies, improved technical security architecture, improved physical security):

If you have completed a security audit and are reporting this breach to the OIPC please forward a copy of the audit with your report.



**OFFICE OF THE
INFORMATION & PRIVACY
COMMISSIONER**
for British Columbia

Protecting privacy. Promoting transparency.

Office of the Information and Privacy Commissioner for British Columbia

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