

PRIVACY BREACH REPORT

TO BE COMPLETED BY THE PRINCIPAL OR MANAGER

1. REPORT AND ASSESS

Name of Person reporting suspected breach (please print)

Job Title/Work Location

Contact Number

Supervisor

Date/Time Incident Discovered

What happened?

Where? When?

How was it discovered?

Action taken, if any?

Was personal information involved? yes no

Has an unauthorized breach occurred? yes

4. NOTIFICATIONS (Consult the Privacy Information Officer or your Superintendent to confirm who should be notified and when.)

Who should be notified (determined by the breach)?

- affected individuals
- police (if theft or other crime is suspected)
- insurers or others
- information and Privacy Commissioner
- credit card companies, financial institutions
- third party contractors or other parties affected
- other departments or staff
- union or employee bargaining groups