



**POLICY NO. ASD-W-801-1B**

**PRIVACY BREACH INCIDENT REPORT – APPENDIX B**

**Category:** Data, IT and Records Management

**Effective:** September 2022

**REPORTING A BREACH**

- **Step 1: Complete this form (to be completed by the supervising district/school administrator)**
- **Step 2: Send the form to the RTIPPA Coordinator: [jennifer.read@nbed.nb.ca](mailto:jennifer.read@nbed.nb.ca)**

**Supervising District/School Administrator Information**

Name and title:

**Description of the Breach**

Date of breach:

Date when the breach was discovered:

Date reported:

Location of breach:

What kind of privacy breach occurred? Select all that apply:

Unauthorized access to personal information

Unauthorized use of personal information

Unauthorized disclosure of personal information

Unauthorized disposal of personal information

Other (please specify):

What kind of personal information is involved?



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Format of information

- Paper records
- Electronic records
- Verbal/oral
- Other (Please

describe):

How many individuals are affected by the breach?

How did the breach occur? Please elaborate. (Can include a timeline of events.)



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How was the breach discovered?

**Containment:**

Please list the immediate steps taken to contain the breach:

Is there any reason to believe that the information was copied or shared?

Yes

No

Please explain:



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**Notification:**

Has the affected individual(s) been notified?

Yes

No

If yes, please describe how and when they were notified. If not, please explain:

If applicable, have the police been notified?

Yes

No

If yes, who was notified and when? If not, please explain:

**Prevention & Corrective Measures**

What procedures are in place to prevent this type of incident? Were they followed?

What are your proposed corrective measures to avoid future breaches similar in nature?



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**EVALUATING THE BREACH**

- The following sections are to be completed by the District RTIPPA Coordinator.

**Investigation**

Summary of the investigation process:

**Risk Assessment**

Summary of potential harm to affected individuals:

- Bodily harm** (when the information places any individual at risk of physical harm, such as stalking or harassment)
- Hurt, humiliation, damage to reputation or relationships** (associated with the loss of information such as employment information or financial information)
- Loss of employment, business, or professional opportunities** (usually as a result of damage to the reputation of an individual)
- Financial loss, negative effects on a credit record**
- Identity theft** (more likely when the breach includes loss of name, contact information, date of birth, Drivers’ license number, etc.)
- Damage** to or loss of property
- Breach of contractual obligations** (contractual provisions may require notification of third parties in the case of a data loss or privacy breach)
- Other**

Level of sensitivity of the information involved in the breach:



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The probability that the personal information involved in the breach has been, is being, or will be misused:

**Findings and Recommendations**

Summary of findings and recommendations: