



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: asdw.communications@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?



POLICY NO. ASD-W-801-1B

PRIVACY BREACH INCIDENT REPORT – APPENDIX B

Category: Data, IT and Records Management **Effective:** September 2022

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.)



PRIVACY BREACH INCIDENT REPORT – APPENDIX B

Category: Data, IT and Records Management **Effective:** September 2022

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:



POLICY NO. ASD-W-801-1B

PRIVACY BREACH INCIDENT REPORT – APPENDIX B

Category: Data, IT and Records Management **Effective:** September 2022

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?



POLICY NO. ASD-W-801-1B

PRIVACY BREACH INCIDENT REPORT – APPENDIX B

Category: Data, IT and Records Management **Effective:** September 2022

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:



POLICY NO. ASD-W-801-1B

PRIVACY BREACH INCIDENT REPORT – APPENDIX B

Category: Data, IT and Records Management **Effective:** September 2022

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: