



# Reporting of Privacy Breach

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## *Pursuant to the Right to Information and Protection of Privacy Act*

A privacy breach occurs when there is improper collection, use or disclosure of personal information in contravention of the *Right to Information and Protection of Privacy Act*. Examples of privacy breaches include: stolen computer containing personal information, lost mail, misplaced files, or unauthorized access to personal information.

The Access to Information and Privacy Commissioner requests that any public body who is aware of a privacy breach notify the Commissioner at the first reasonable opportunity by completing the attached form.

Please submit the form by facsimile at 506.453.5963 or by email at: [access.info.privacy@gnb.ca](mailto:access.info.privacy@gnb.ca)

If you have any questions about completing this form, please contact us at 506.453.5965 or toll free at 1.877.755.2811.

**Note:** All fiends must be completed and we ask that you provide as much information as possible. If necessary, please attach additional pages.

**This form is also available in French. | Ce formulaire est aussi disponible en français.**

**Date of last revision: December 2010**



## General Information

### Public Body Information

Name of public body:

Contact information (address, telephone number):

Contact name and title:

Contact's telephone number:

Contact's email address:

### Incident Description

Date of incident:

Date incident was discovered:

How was the incident discovered?

Location of incident:

Briefly describe the breach; what happened?

### Step 1: Containment of the Breach

Have the records been retrieved?

Yes  No  Not Sure

Can you confirm that no unauthorized copies have been made?

Yes  No  Not Sure

Can you confirm that no copies have been kept by unauthorized individuals?

Yes  No  Not Sure

Does the incident allow unauthorized access to any other personal information?

Yes  No  Not Sure

Describe the immediate steps taken to contain the breach:

### Step 2: Impact of the Breach

What kind of personal information is involved?

**NOTE: Do not include or send any identifiable personal information**

Format of records involved:



Paper

Electronic (example: email, word processing documents, computer database)

If records are electronic, please state how they were protected (examples:  
password protected, encrypted, de-identified data):

Other (please describe):

Why did the breach occur?

Is there a risk of further exposure of the information?

Yes  No

Is this an isolated incident?

Yes  No

Number of individuals whose personal information has been disclosed:

### Step 3: Notification

Have the affected individuals been notified?

Yes  No

If yes, please describe how notice was provided (e.g. who was notified, how they were notified, and what was included in the notification):

If no, why not?

If you are not the Privacy Officer/Right to Information and Privacy Coordinator, has he or she been notified?

Yes  No

If yes, who was notified and when?

If no, when will he/she be notified?

If applicable, have the police been notified?

Yes  No

If yes, who was notified and when?

If no, why not?

Which other authorities have you notified, if any, and why?