

Appendix #1 - PRIVACY BREACH REPORT

To be completed by the Principal or Manager and forwarded to the Privacy Officer (foi.privacy@ddsb.ca) once the Step 5 decisions of the Privacy Breach Protocol have been made.

Step 1 – Report and Assess

a. When did the Board discover the incident?

b. Who discovered it?

c. How?

Step 2 – Containment

a. What steps did the Board take to contain the incident?

b. By whom?

- c. When?

Step 3 – Investigation

- a. How many individuals were affected?

- i. Who? (include names, DDSB job titles (if applicable), whether students, parents, service providers, the public, etc.)

- b. What information was exposed?¹

- i. How?

¹ Note: personal information (PI) is information about an identifiable or potentially identifiable individual and includes personal health information and opinions about the individual. Personal health information (PHI) means information about an individual that pertains to the individual's health, including information about an individual's physical or mental health, receipt of health care services and health number. Please see sections 3.14 and 3.15 of the DDSB Privacy Breach Protocol for more detailed definitions for PI and PHI.

- c. What caused the incident?

Step 4 – Notify

- a. Did the Board notify any affected individuals?

- i. Who?

- ii. When?

- b. Through what means?

Step 5 – Closure

- a. What actions did the Board take to prevent a recurrence?

b. What actions will the Board take to prevent a recurrence?

i. By when?

ii. Who is responsible?

REPORT COMPLETED BY _____

DATE _____