



Northeastern Catholic District School Board

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www.ncdsb.on.ca

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 no

If you answer yes to both questions, follow the procedure and complete the form. If not, no further action is required.

2. CONTAINMENT (describe any actions taken to limit or contain the breach, for example "shut down system").

By Whom?

Date/Time:

3. INVESTIGATE

Who was affected, staff, students, contractors?

How Many?

Describe the events that lead to the breach and what form the breach took.

How was the information breached?

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

Notification to affected individuals shall include:

- description of the incident and timing
- description of the information involved
- nature of potential or actual risks or harm
- description of mitigating actions taken
- appropriate action for individuals to take to protect themselves against harm
- a contact person for questions or to provide further information
- contact information for the information and Privacy Commissioner (if required)

Notification Provided by:

When/How:

5. PREVENTION OF FUTURE BREACHES (to be completed by the Principal or Manager)

Report Completed by (please print):

Signature:

Superintendent (please print):

Signature:

Date:

Director of Education:

Forward completed report to the Superintendent at the Catholic Education Center.