

Reporting Suspected or Confirmed Privacy Breaches

Consult *Reporting Privacy Breaches: Guidelines for Canadian Cattle Identification Agency* BEFORE completing this form. Contact the Privacy Officer at privacy@canadaid.ca or 1-877-909-2333.

NOTE: To fill in this form and save a copy for your records, open the form in Adobe Acrobat Pro X or later . You may open the form in Adobe Reader but you cannot save the form – fill in and print only.

Ensure that the necessary details of the incident and any corrective actions are documented in **Steps 1 to 3** below, to aid in the investigation and corrective action (Step 4) by the Privacy Officer.

General Information

Name and title of manager in charge of assessment and investigation:

Date of incident:

Location of incident:

When and how incident was discovered:

What happened (brief description):

Step 1: Contain

Have the records concerned been retrieved or access to them stopped? Yes No

Can you confirm that no copies have been made or retained by the individual(s) concerned who were not authorized to receive the information? Yes No

Provide contact information for individual receiving unauthorized information (for any required follow-up action – if more than one individual, attach details in separate sheet)

Name:

Phone:

Email:

Address:

If a system was breached, date the system was shut down:

Computer access codes or authorizations revoked or changed on:

Identify and describe any weaknesses in physical or electronic security:

Corrective actions recommended:

Step 2 Assess the Risks

Personal Information

What personal information was involved? List the data elements:

Format of records:

Was information encrypted, anonymized or otherwise not easily accessible? Yes No

Describe the physical or technical security measures in place at the time of the breach:

Sensitivity of personal information: High Medium Low

In general, the more sensitive the personal information, the greater the harm to individuals from a privacy breach.

Note that these are general examples only; content also determines sensitivity.

High – e.g. health, financial, or employment information, especially in combination

Medium – e.g. opinion material

Low – e.g. name and address only

Cause and extent of the breach

Cause of breach:

Risk of ongoing or further exposure of the information: High Medium Low

Is this breach: an isolated incident the result of a systemic problem

Describe the incident in full:

Number of individuals whose personal information is affected by the breach:

Affected individuals or groups: CLTS Account Holder employees external others, describe:

Foreseeable harm

Is there foreseeable harm from the breach? Yes No I don't know

Harm to individuals

risk to physical security financial loss identity theft damage to reputation/relationships

other, describe:

Harm to Canadian Cattle Identification Agency

loss of trust in institution damage to reputation financial losses or exposure legal proceedings

other – describe:

Harm to Public

risk to public health risk to public safety other – describe:

Step 3: Notify Affected Individuals

Depending on the circumstances, notifications could include some or all of the following – see the **Privacy Breach Guidelines** for details.

Have all affected individuals been notified as to:

Description of breach Yes No

The specifics of the information inappropriately accessed, collected, used or disclosed Yes No

Steps taken so far to address the breach Yes No

Future steps planned to prevent further privacy breaches Yes No

Additional information, if required, about how individuals can protect themselves Yes No

Contact information for individual (include position title) within the Canadian Cattle Identification Agency to answer questions or provide further information Yes No

Date(s) of notification:

Form of notification: letter in person telephone email other – describe:

If all affected individuals have not been notified, please explain:

Report completed by (name, position title):

Date:

Send completed Privacy Breach Report Form (paper) to the CCIA Privacy Officer, or by email to privacy@canadaid.ca (PDF). If sending by email, save this form with a new name and attach to email. PDF form requires Adobe Acrobat Pro X or later.

IMPORTANT NOTE: Limit distribution of the completed Privacy Breach Report Form to only those individuals who need to be informed about the incident as part of their duties and responsibilities.

Step 4: Investigate and Correct

For Information and Privacy Office use only.