

FORM FOR REPORTING BREACHES OF PRIVACY

Remember to keep all information general - i.e. no information that can identify anyone should be included in your answers.

(1) University Unit in which the breach – or possible breach - occurred:

(2) Please describe the privacy breach – or possible breach, including details of where, when and how it happened – and specify exactly what personal information was disclosed or compromised:

(3) Response to the breach or possible breach:

(a) If personal information actually has been improperly disclosed, please indicate measures taken to contain the breach - i.e. to limit the damage from this particular breach and to ensure, if possible, no further disclosure than what has taken place:

(b) Are the persons whose personal information is involved aware of the breach – or possible breach, or have they been informed?

(c) Steps taken to try to ensure that a similar breach – or exposure of personal information - won't happen in the future:

Name of University employee submitting this Report:

Date of this Report: