



What to do if a Privacy Breach occurs

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein, and all employees providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

What is privacy?

Privacy can be defined as the right of individuals to control the collection, use and disclosure of personal information about themselves.

What is a privacy breach?

A privacy breach occurs when personal information is collected, used, disclosed, retained or destroyed in a manner inconsistent with the privacy provisions of the [Access to Information and Protection of Privacy Act \(ATIPPA\)](#).*

Who should you contact?

If you become aware of a privacy breach, notify the Manager of ATIPP. Who is the ATIPP Coordinator for NLESD: jackiecrane@nlschools.ca or atipp@nlschools.ca or by phone (709) 729-1234. Also, notify your principal/Director of Schools and the NLSchools Director of Communications. You will need to complete a [NLSchools Privacy Breach Reporting Form](#).

Investigate

The ATIPP Coordinator will work with you to investigate the breach (e.g., what happened, when, who is affected). Document exactly what the steps taken to deal with the privacy breach.

Contain the breach

Suspend the activity or process that caused the breach as soon as possible, and if feasible, get the personal information back into your custody and control immediately. **If the breach is electronic in nature, contact the IT Division.**

Notification

The ATIPP Coordinator will assist you in determining whether notification to individuals affected is appropriate and, if so, **how to carry out proper notification.**

Prevent future breaches

Take steps to reduce the risk of future breaches. The Department of Education will also assess what can be done to prevent such breaches from happening again.

Many of the steps outlined above must be carried out simultaneously or in quick succession.

Please Note: The department is required to report all privacy breaches to the ATIPP Office of Government NL as well as to the Office of the Information and Privacy Commissioner (OIPC)

*The [Access to Information and Protection of Privacy Act \(ATIPPA\)](#) provides individuals a right to access records in the custody and control of a public body as well as protection of personal information by public bodies in the province of Newfoundland and Labrador.

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