

Privacy Breach Reporting Form



If you are aware of a privacy breach involving your school or worksite, please complete this form and submit it to the Manager of ATIPP/ATIPP Coordinator: atipp@nlschools.ca by fax: 709-729-9874.

| | | | |
|---|--|--------------------|--|
| Date of Submission: | | | |
| Name: | | | |
| School/Worksite: | | | |
| Position: | | | |
| Telephone: | | Email Address: | |
| Breach Occurred: | | Breach Discovered: | |
| Location of Breach: | | | |
| Estimated number of individuals whose information may have been affected/compromised: | | | |
| Types of Individuals Affected (Check all that apply): | | | |
| <input type="checkbox"/> Student <input type="checkbox"/> Parent/Family <input type="checkbox"/> Employee <input type="checkbox"/> Other: | | | |
| Describe the breach (please provide as much detail as possible): | | | |
| | | | |

Privacy Breach Reporting Form



Describe the type and extent of personal information involved (e.g., name, address, SIN, medical information, assessments, custody documents, educational data). Please see description of personal information from the Access to Information and Protection of Privacy Act (ATIPPA) at bottom of form. *

| | | | |
|--|------------------------------|-----------------------------|-----|
| Has the principal and/or Director of Schools been notified? | Yes | No | |
| If the breach is electronic in nature, has your IT support person been notified? | Yes | No | |
| Have the police been notified? | Yes | No | N/A |
| Have the affected individuals/parents/guardians been contacted? * *Please contact the ATIPP Coordinator to discuss notification protocol. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

*Form must be completed as soon as possible and submitted to NLSchools ATIPP Coordinator by email: atipp@nlschools.ca or by fax: 709 729-9876.

*Personal information as defined in ATIPPA means recorded information about an identifiable individual, including name, address or telephone number; race, national or ethnic origin, colour, or religious or political beliefs or associations; age, sex, sexual orientation, marital status or family status; identifying number, symbol or other particular information assigned; fingerprints, blood type or inheritable characteristics; health care status or history, including a physical or mental disability; information about educational, financial, criminal or employment status or history; opinions of a person about an individual; and the individual's personal views or opinions (except where they are about someone else).

Reference: [Government NL Privacy Breach Reporting Form](#)