

PROACTIVELY REPORTED BREACH OF PRIVACY REPORTING FORM

For Public Bodies

Please complete this form to proactively report an alleged breach of privacy incident to the Office of the Saskatchewan Information and Privacy Commissioner (IPC). If you have not reported the alleged breach of privacy to your organization's privacy officer, please ensure you do so.

This form is not intended to replace the investigation details of the alleged breach required by the IPC as part of our office's formal process. It is intended to inform the IPC that an alleged privacy breach has occurred and to provide basic details.

Please email or mail the completed form to:

Office of the Saskatchewan Information and Privacy Commissioner

503 – 1801 Hamilton Street Regina SK S4P 4B4

Email: webmaster@oipc.sk.ca

Phone: 306-787-8350 / Toll Free: 1-877-748-2298

If you have any questions about the process or about filling out this form, you may call or email the office.

Once the form is completed and has been submitted to our office, the IPC will determine if we have jurisdiction to investigate the matter and if we have enough evidence or grounds to proceed with an investigation. The IPC will be in contact with your organization's privacy officer once the completed form is received.

DATE

Today's Date

CONTACT INFORMATION OF YOUR ORGANIZATION'S PRIVACY OFFICER

Public Body

Last Name

First Name

Position

Address

City

Province

Postal Code

Phone Number

Alternate Number

Fax Number

Email Address

YOUR CONTACT INFORMATION (if you are not the Privacy Officer)

Last Name

First Name

Relationship to Organization

Address

City

Province

Postal Code

Phone Number

Alternate Number

Fax Number

Email Address

Does the organization know about the breach?

Yes

No

Is the person reporting the breach to the IPC authorized
to do so on behalf of the public body?

Yes

No

ALLEGED BREACH OF PRIVACY DESCRIPTION/DETAILS

If additional space is required for any of the following fields, please attach a separate document.

Date breach occurred (if known):

How it was discovered and by whom:

Details of the alleged breach of privacy:

Please be as specific as possible when describing the alleged breach including details such as who was involved in the alleged breach, what information was breached, when did it occur and where did it occur.

Types of information (personal information and/or personal health information) involved in the alleged breach of privacy (if known):

Number of individuals affected by the alleged breach of privacy (if known):

Have the affected persons been notified? **Yes** **No**

If yes, when were they notified? Please include a copy of the notice.

If no, indicate when they will be notified and provide a sample of the draft notice (if prepared):

Were any information systems (legacy or other) affected by the incident? **Yes** **No**

If yes, please describe which information systems were involved:

Names and contact information for witnesses (if any):

DOCUMENTATION

Please list the documents that are relevant and help support your complaint, if any, and include the listed documents as attachments:

Note: If a file is opened by the IPC, our office will notify your privacy officer and outline the additional details we require. This will include efforts to contain the breach, notification efforts, investigation details, prevention measures to prevent future breaches and details regarding your privacy breach report.

Send completed form and any accompanying documentation to:

Saskatchewan Information and Privacy Commissioner

503 – 1801 Hamilton Street

Regina SK S4P 4B4

OR

Email: webmaster@oipc.sk.ca

FOR OFFICE USE ONLY

Date Received

IPC File Number