



## PROACTIVELY REPORTED BREACH OF PRIVACY FORM

### Government Institutions, Local Authorities and Trustees

This form should ONLY be submitted by an individual authorized by the organization in question to do so (i.e. Head, Privacy Officer or other Designate). Ideally, the Privacy Officer/Designate completes this form to proactively report a potential or confirmed privacy breach to the Office of the Saskatchewan Information and Privacy Commissioner (IPC) within **seven days** of discovery of the breach. Alternatively, you may email details of the breach to our office within seven days of discovery of the breach, or shortly thereafter.

This form is not intended to replace the investigation details of the breach required by the IPC as part of our office's formal process. It is intended to inform the IPC that a potential or confirmed breach has occurred and to provide basic details in a timely fashion.

Email or mail the completed form to:

**Office of the Saskatchewan Information and Privacy Commissioner**

503 – 1801 Hamilton Street, Regina SK S4P 4B4

Email: [intake@oipc.sk.ca](mailto:intake@oipc.sk.ca)

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

Once the form is received, the IPC will open an investigation file and you will be emailed notification of the investigation. You will be asked to complete the IPC [Privacy Breach Investigation Questionnaire](#) within 30 days of the date of the notification email.

#### DATE

Today's Date

#### PRIVACY OFFICER/DESIGNATE CONTACT INFORMATION

Government Institution/Local Authority/Trustee

Last Name

First Name

Position

Phone Number

Email Address

### DETAILS OF BREACH DISCOVERY

1. Date the breach occurred (if known).

2. Date of discovery.

3. How was it discovered and by whom?

4. Number of individuals affected by the breach of privacy (if known).

5. Have the affected individuals been notified (see section 29.1 of FOIP / 28.1 of LA FOIP)?

Yes No

If yes, when were they notified? Include a copy of the notice with this form.  
If no, indicate when they will be notified.

6. Did you/ will you advise affected individuals they can contact our office?

Yes No

7. Has the breach been contained?

Yes No

8. Is employee snooping involved?

Yes No

9. Is the breach the result of a cyber-attack?

Yes No

10. Were any information systems affected by the incident?

Yes No

If yes, which ones?

### BREACH OF PRIVACY DESCRIPTION

Please be as specific as possible when describing the breach including details such as who was involved, what information was breached (including the types of data elements breached), nature of the data transactions involved (i.e. collection, use or disclosure), and when, where and how the breach occurred. If additional space is required, attach a separate document.