

## PRIVACY BREACH REPORTING FORM

**ASL** translation

If you are aware of a privacy breach or a suspected privacy breach, please review the Privacy Breach Protocol, complete this form, and submit to the Director of Human Resources (Renee\_Pothier@apsea.ca)

Date of submission to APSEA:			
Contact Information			
Name:			
Position:			
Phone Number:			
Email Address:			
Incident Description			
Date breach occurred:			
Date breach was discovered:			
Location of breach:			
Estimated number of individuals whose information may have been affected/comproised:			
Type(s) of individuals affected (check all that apply):			
Child/Student	Parent/Family	Employee	
Other:			

Describe the breach/suspected breach (please provide as much detail as possible):
Describe the type and extent of personal information involved (e.g., name, address, SIN, medical information, assessments, custody documents, educational data).
Please see a description of personal information from the <u>Access to Information and Protection</u> of <u>Privacy Act (ATIPPA)</u> , in Newfoundland and Labrador, the <u>Right to Information and Protection</u> of <u>Privacy Act (RTIPPA)</u> in New Brunswick, the <u>Freedom of Information and Protection of Privacy Act (FOIPOP)</u> in Nova Scotia, and the <u>Freedom of Information and Protection of Privacy Act (FOIPOP)</u> in Prince Edward Island.

Has the Supervisor/Manager and/or Superintendent	t been notified:	Yes	No
If the breach is electronic in nature, has the Manage Finance and Administration been notified?	er of Information T	echnology or	Director of
		Yes	No
Have the police been notified?	N/A	Yes	No
If this affects student information, has the relevant	school, board or R	CE been notif	ied?*
		Yes	No
*Please contact the Director of Humar	n Resources to disc	cuss notificatio	on protocol.
Have the affected individuals/parents/families been	contacted?*	Yes	No
*Please contact the Director of Humar	n Resources to disc	cuss notificatio	on protocol.

Form must be completed as soon as possible and submitted to the Director of Human Resources by email (<a href="mailto:Renee\_Pothier@apsea.ca">Renee\_Pothier@apsea.ca</a>)

Approved: February 2022 Revised/Reviewed: June 2024