

Privacy Breach Incident Report

This form is to be completed by the First Responder. For more information on privacy breaches, see the University of Calgary [Procedure for Responding to a Privacy Breach](#).

Instructions: All privacy breaches, regardless of scale, shall be submitted to the Access and Privacy office using this form. You will receive further instructions from an advisor which may include direction to report the privacy breach to professional or regulatory bodies.

CONTACT INFORMATION OF FIRST RESPONDER			
Name of First Responder			
Department/Faculty			
Email		Phone Number	
DETAILS OF INCIDENT			
Location of Incident			
Date of Incident		Date of Discovery	
Description of Incident <i>(attach separate sheet if more space is required)</i>			
Cause (if known)			

Type of Personal Information Involved (e.g. name, email, address, UCID, financial, medical, research data)		
Format in Which Information was Recorded (e.g. paper records, electronic database)		
Estimated Number of Individuals Affected, by Type		
Student(s)		
Customer(s)		
Patient(s)		
Employee(s)		
Other (specify)		
DESCRIPTION OF ACTION TAKEN TO CONTAIN BREACH		

Please submit the completed form to the Access and Privacy Office at accessandprivacy@ucalgary.ca

The personal information collected through this Privacy Breach Incident Report form is collected under the authority of section 4(c) of the Alberta *Protection of Privacy Act* (POPA). It will be used for the purpose of assessing and responding to the privacy incident and may also be used for program evaluation and improvement purposes. The information on this form may be disclosed to the Office of the Information and Privacy Commissioner (OIPC) of Alberta or other regulatory bodies where required by law. For questions about this form or the collection, use or disclosure of your personal information, please contact the University of Calgary Access and Privacy Office at accessandprivacy@ucalgary.ca.

FOR OFFICE USE ONLY			
Date Received		File No.	