



Freedom of Information and Protection of Privacy: Privacy Incident Report Form

Part 1: General Information and Incident Description

(i) Contact Information of unit manager in charge of assessment and investigation

Name: UofG Email:

Department: Title:

(ii) Contact information of person filing privacy incident report form Same as above

Name: UofG Email:

(iii) Information about incident

Date of incident: Location:

When and how the incident was discovered:

Brief description of the incident:

Part 2: Containment

(i) Immediate action

Have the records concerned been retrieved or access to them stopped? Yes No

If a system was breach, has the system been shut down? Yes No

Date shut down:

Have computer access codes or authorizations been changed or revoked? Yes No

Date changed or revoked:

(ii) Follow-up action

Can you confirm that no copies have been made or retained by the individual(s) concerned who were not authorized to retrieve the information? Yes No

Provide the contact information for individual receiving unauthorized access to information (if more than one individual, attach details on a separate sheet):

Name: Email:

Phone: _____ Address: _____

(iii) Preventative action

Identify and describe any weaknesses in physical and electronic security:

Corrective actions recommended:

Part 3: Evaluation of Risks

(i) Personal information involved

What type of personal information was involved? (e.g. addresses, ID numbers, health records, etc.)

Sensitivity of information:

High (e.g. health, financial, student or employment information)

Medium (e.g. opinion material)

Low (e.g. name and address only)

Format of records:

Was the information encrypted, anonymized or otherwise not easily accessible? Yes No

(ii) Cause and extent of incident

Is this incident: An isolated incident The result of a systemic problem

Risk of ongoing or further exposure of the information: High Medium Low

Describe possible ongoing risk/exposure:

(iii) Individuals affected by the incident

Number of individuals whose personal information is affected by the incident:

Affected individuals or groups: Students Employees External Other

(iv) Foreseeable harm

Is there foreseeable harm that could result from the incident? Yes No I don't know

If yes, what harm could result from the incident? Check one or more below.

Harm to individuals:	Harm to the University of Guelph:	Harm to public:
Risk to physical security	Loss of trust in institution	Risk to public health
Financial loss	Damage to reputation	Risk to public safety
Identity theft	Financial loss or expenditure	Other
Damage to reputation or relationships	Legal proceedings	
Other	Other	

Part 4: Notification

(i) Notify University of Guelph Privacy Officer

Has the University's Privacy Officer been notified of the incident?	Yes	No
Date of notification:		

(ii) Notify authorities

Have the police or other authorities been notified of the incident (if necessary)?	Yes	No
Date of notification:		

(iii) Notify Information Security

Has the Information Security Office been notified of the incident (if necessary)?	Yes	No
Date of notification:		

(iv) Notify affected individuals

Have all affected individuals been notified of:

Description of the incident	Yes	No
The specifics of the information inappropriately accessed, collected, used or disclosed	Yes	No
Steps taken so far to address the incident	Yes	No
Future steps planned to prevent further privacy incidents	Yes	No
Additional information, if required, about how the individuals can protect themselves	Yes	No
Contact information for individual within the University to answer questions or provide further information	Yes	No

Date(s) of notification:

Form of notification:	Email	Telephone	In person	Other
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Report completed by:	Date:
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Part 5: Investigation and Prevention of Future Privacy Risks (to be completed by Privacy Officer)

(i) Summary and analysis of incident

(ii) Privacy incident report completed and sent to Department Chair/Director for review

Sent to:

Date: