

# What to Do if a Privacy Breach Occurs

ATIPP Office

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Many of the steps below must be carried out simultaneously or in quick succession. For more information contact the ATIPP Office at (709) 729-7072 or visit: [www.ope.gov.nl.ca](http://www.ope.gov.nl.ca).

The Privacy Breach Reporting Form and the Privacy Breach Protocol can be found at: [www.atipp.gov.nl.ca/info/privacybreach.html](http://www.atipp.gov.nl.ca/info/privacybreach.html).

## Step 1

Preliminary Assessment and Containment

- Confirm and contain the privacy breach
- Suspend activity that caused the breach and retrieve the personal information

## Step 2

Notification

- Notify supervisor who will notify others
- Notification to affected individuals by ATIPP coordinator

## Step 3

Evaluate the Risks

- ATIPP coordinator will conduct investigation using the **Privacy Breach Protocol\***

## Step 4

Mitigation and Prevention

- ATIPP coordinator will review, audit and train

## Step 5

Notification to OIPC and OPE

- Privacy Breach Report to Office of the Information and Privacy Commissioner
- Report to Office of Public Engagement

## Step 6

Lessons Learned

- Trend Analysis
- Process and policy review

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