

Privacy Breach Reporting Form

Complete sections 1 and 2 of this form as soon as possible after becoming aware of a privacy breach, and email it to the Privacy Officer at privacy@auckland.ac.nz.

Date of Report	
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1. Contact information

Contact person	
Line Manager	
Department	
Phone	
Email	

2. Breach details (to be completed by person reporting the breach)

Date breach occurred	
Date breach discovered	
Describe the breach	<i>Describe to the best of your knowledge what happened and how</i>
Number of data subjects affected	
Type of data subjects affected	<i>Did the information compromised relate to students, employees, alumni or others?</i>
Personal information involved	<i>What sort of information was impacted by the breach (for example, student health information, employee remuneration information, contact information etc)?</i>
Steps taken (if any) to contain the breach or mitigate harm	<i>Have you taken any steps to contain the breach or mitigate the harm caused by it (for example, by recovering information lost or disclosed, or shutting down a vulnerable system)?</i>

3. Potential harm caused by breach (to be completed by Privacy Officer)

<input type="checkbox"/> None likely <i>perhaps due to contained nature of the breach or trivial nature of the information involved</i>
Provide details
<input type="checkbox"/> Identity theft <i>most likely where unique identifiers, bank details, contact details or any other identifiers are lost or disclosed</i>
Provide details
<input type="checkbox"/> Physical harm <i>where loss or disclosure of information puts people at risk of physical harm, stalking or harassment</i>
Provide details
<input type="checkbox"/> Hurt, humiliation or other emotional harm <i>most likely where health or performance information is lost or disclosed</i>
Provide details
<input type="checkbox"/> Loss of opportunity, employment or business <i>most likely where information about an employee or academic information is lost or</i>

<i>disclosed</i>
<i>Provide details</i>
<input type="checkbox"/> Other (specify)
<i>Provide details</i>

4. Containment and harm mitigation *(to be completed by Privacy Officer)*

What further steps (if any) could be taken to contain the breach and mitigate the harms identified?	<i>For example, recover or destroy information affected, shut down system or website. In some cases, the steps taken to contain a breach or mitigate harm could be relevant to the assessment of whether or not a breach is a notifiable privacy breach.</i>
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5. Assessment of breach *(to be completed by Privacy Officer)*

Does the breach meet the threshold for a notifiable privacy breach?	<i>Consider any action taken to reduce the risk of harm, the sensitivity of the information affected, the nature of the harm that may be caused, the nature of the recipients of the information (if known), the intentions of the recipients of the information (if known), and whether the information was protected by security measures.</i>
Location of data subjects affected (if known)	

6. Notification *(Only the Privacy Officer may notify external parties)*

Who	Yes/No	If yes, when? If no, why not?
Internal		
Line Manager	Yes	
Privacy Officer	Yes	
CSIRT	Yes	
Performance and Risk	Yes	
External (Privacy Officer only)		
Affected data subject/s	No	
Privacy Commissioner	No	
Other (specify)	No	

7. Prevention *(to be completed by Privacy Officer)*

What were the likely causes of this breach?	<i>For example, human error, system error, external attack</i>
What steps can/have been taken to prevent a repeat of this breach?	<i>For example, training or restrictions on system access</i>