



PRIVACY BREACH - FYI

WHAT IS A PRIVACY BREACH?

A privacy breach occurs when there is unauthorized or inappropriate collection, use, disclosure or disposal of personal information. The most common privacy breaches are email containing personal information which are sent to unintended recipients. Please note however, a privacy breach can occur in the absence of a record, for example, when a discussion we are having about a student's personal information is overheard by a third party.

WHAT SHOULD I DO IF I SUSPECT A PRIVACY BREACH HAS OCCURRED?

Please take immediate action to contain the breach and start the Privacy Breach Incident Reporting protocol. To do this:

Contain the suspected breach. In the event an email containing personal information has been misdirected contact the unintended recipient as soon as possible and ask them to delete the email and to refrain from sharing any of the content they may have already read.

Report the breach to your Supervisor and the APO at atipp@cna.nl.ca or (709) 649-7912. Please do not delay in reporting a suspected privacy breach, however, we appreciate as much detail as possible including:

- The type of personal information involved in the suspected privacy breach.
- The date and location of the suspected privacy breach.
- When the suspected privacy breach occurred and when it was discovered.
- How many individuals may be impacted.

If we confirm a privacy breach has occurred, we will **Evaluate** the risks associated with the breach to determine the sensitivity of the information and any foreseeable harm to the individuals affected by the breach. The APO will work with you to formulate an appropriate notification to the affected individuals.

The APO will also **Notify** the Office of the Information and Privacy Commissioner and the ATIPP Office of the Department of Justice and Public Safety as required under the [ATIPPA](#).

The APO is committed to supporting the staff of CNA and we will work with you to **Prevent** future breaches.

Please contact the College's APO at atipp@cna.nl.ca or (709) 643-7912 for more information.