

# Preliminary Privacy Breach Report

**Report Date:**

**Instructions:**

1. Upon discovery of an actual or suspected privacy breach involving personal information, the OPI must contain the breach and report the breach.
2. The Preliminary Breach Report (PBR) must be forwarded to DAIP.
3. Upon review of the PBR, DAIP will liaise with the L-1 Privacy Liaison Officer (PLO) and/or other Departmental Officials as necessary.

1. Breach date(s)	2. Breach time	3. Breach location
4. When and how was the breach discovered?		
5. Provide a <i>brief</i> description of the breach. Specific details will be requested at a later stage.		
6. What is the format of the personal information? <input type="checkbox"/> Electronic Records <input type="checkbox"/> Paper Records <input type="checkbox"/> Other: <i>(describe)</i>	7. What type of information was breached? <i>(e.g., medical, dental, personnel file, letter, grievance)</i> Include Personal Information Bank (PIB), if known.	
8. What is the name of the organization, group, or individual(s) affected by the breach?		
9. Explain any containment actions or interventions already taken. <i>(If necessary, attach additional details separately.)</i>		
10. Has the unit supervisor been notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please fill name and title / position.		
Name	Title / Position	
11. Has the appropriate Privacy Liaison Officer (PLO) been notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please fill name and title / position.		
Name	Title / Position	

**Report Completed By:**

Name	Title / Position
Telephone	E-mail address

**Privacy Notice:**

Personal information on this form is collected under the authority of the *Privacy Act* for the purpose of reporting and investigating privacy breach allegations. Failure to provide the requested personal information may preclude the investigation of your complaint. The personal information you provide is protected under the *Privacy Act* and will be used, disclosed and retained in accordance with personal information bank [PSU 939, Security Incidents](#). Under the *Privacy Act*, you have the right to request access to your personal information held by a government institution, and to request corrections should you believe your personal information contains errors or omissions. Instructions for obtaining this information are outlined in the government publication *Info Source*, available online at <http://www.infosource.gc.ca>.