

Appendix 'A'

Yukon Education Privacy Breach Checklist

Report Date: _____

Department Contact Information

Name: _____

Title and Unit or School: _____

Phone: _____ Fax: _____

E-Mail: _____

Mailing address: _____

Risk Evaluation

A. Incident Description

1. Describe the nature of the breach and its cause.

2. Date of incident: _____

3. Date incident discovered: _____

4. Location of incident: _____

5. Estimated number of individuals affected _____

6. Type of individuals affected:

- Student
- Parent
- Employee
- Other _____

B. Personal Information Involved

1. Describe the personal information involved (e.g. name, address, SIN, financial, health, educational).

C. Safeguards

1. Describe the technical security measures:

- Encryption
- Password
- Other (please describe): _____

2. Describe the other security measures in place (security clearances, policies, training programs, contractual provisions).

3. Describe the physical security measures (locks, alarm systems etc.).

D. Harm from the Breach

- Identify theft
(most likely when the breach includes loss of S.I.N., credit card numbers, driver's licence numbers, personal health numbers, debit card numbers with password information and any other information that can be used to commit financial fraud)
- Risk of physical harm
(when the loss of information places any individual at risk of physical harm, stalking or harassment)
- Hurt, humiliation, damage to reputation
(associated with the loss of information such as mental health records, medical records, disciplinary records)
- Loss of business or employment opportunities
(usually as a result of damage to reputation to an individual)
- Breach of contractual obligations
(contractual provisions may require notification of third parties in the case of a data loss or privacy breach)
- Future breaches due to similar technical failures
(notification to the manufacturer may be necessary if a recall is warranted and/or to prevent a future breach by other users)
- Failure to meet professional standards or certification standards
(notification may be required to professional regulatory body or certification authority)
- Other, please specify.

Notification

1. Has the Yukon Education ATIPP Coordinator been notified?

Yes When? _____

No When to be notified? _____

2. Have the police or other authorities been notified (e.g. professional bodies or persons required under contract)?

Yes Who was notified and when? _____

No When to be notified? _____

3. Have affected individuals been notified?

Yes Manner of notification _____

No Reason? _____

4. What information was included in the notification?

- Date of the breach
- Description of the breach
- Description of the information inappropriately accessed, collected, used or disclosed
- Risk(s) to the individual caused by the breach
- Steps taken so far to control or reduce the harm
- Future steps planned to prevent further privacy breaches
- Steps the individual can take to reduce the harm
- IPC contact information
- Organization contact information for further assistance
- Other

5. *To be completed by ATIPP Coordinator:*

Will the IPC be notified? Consider the following factors:

- The personal information involved is sensitive
- There is a risk of identity theft or other harm including pain and suffering or loss of reputation
- A large number of people are affected by the breach
- The information has not been fully recovered
- The breach is the result of a systemic problem or a similar breach has occurred before
- Yukon Education requires assistance in responding to the privacy breach
- Yukon Education wants ensure that the steps taken comply with our obligations under privacy legislation.

Mitigation and Prevention

1. Describe the immediate steps taken to contain and reduce the harm of the breach (e.g. locks changed, computer access codes changed or revoked, computer systems shut down).

2. Describe the long-term strategies you will take to correct the situation (e.g. staff training, policy development, privacy and security audit, contractor supervision strategies, improved technical security architecture, improved physical security).
