



University of Lethbridge PRIVACY BREACH REPORT

A privacy breach is the result of unauthorized access to, or collection, use, or disclosure of personal information. Such activity is unauthorized if it occurs in contravention to the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Some of the most common privacy breaches happen when personal information is stolen, lost, or mistakenly disclosed.

If you have discovered or are aware of a privacy breach, please fill out this form and notify the Privacy Office Coordinator (403-332-4620 or scott.harling@uleth.ca), so the breach can be contained and the risk can be assessed.

Name: Date:
Department/Unit: Phone Number:
Email Address:

Date of incident:
Time of incident:
Location of incident:
Describe incident:

When was incident discovered:
How was it discovered:

What was the cause of the incident:

What personal information was involved:

How many individuals may be affected:

Who may be affected:

What action has been taken:

All information collected on this form is maintained by the University of Lethbridge Privacy Office to help respond to the breach.