LAKEHEAD DISTRICT SCHOOL BOARD - PRIVACY BREACH CHECKLIST

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Efforts made, if any, to contain the privacy breach (e.g., suspending the process/activity that
caused the breach):
____
____

Date: _______________________________ Time: ______________________________
 (mm/dd/yyyy) (indicate A. M. or P.M.)
STEP 3 ʹ Investigate
Following a report of a suspected privacy breach, ensure that the activity/process has been contained if
possible. Conduct an investigation of the information supplied in Steps 1 and 2 of this report in
conjunction with current privacy legislation (MFIPPA, PHIPA, PIPEDA) and with local privacy policies and
procedures to determine if the incident is, in fact, a breach. Note: You may wish to consult legal counsel
to assist you in your investigation.
If a breach HAS NOT occurred:
Contact the person who reported the suspected breach and their immediate supervisor to
advise them of your determination. No further action is required by the employee or
supervisor.
STEP 4 ʹ Notify
If a breach HAS occurred:
Notify the following individuals as appropriate:
 individuals whose privacy was breached  accountable decision maker (director of
education)
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Provide additional notices (as deemed appropriate):
 relevant third parties
 consider public announcement (e.g., statement and/or apology)
 other Ontario school boards/authorities (where shared responsibilities exist)

Prevent future breaches:
 arrange employee training on privacy and security
 recommend appropriate and necessary security safeguards
 consider having an outside party review processes and make recommendations (e.g., auditing
company)
 evaluate the effectiveness of remedial actions

The freedom of information (FOI) officer may wish to review school board/authority policies,
procedures, practices, and training materials to ascertain whether any revisions are required to ensure a
clearer understanding of what constitutes a privacy breach.
Sign ʹ off
The director of education or designate (e.g., FOI officer) is required to sign below to formally
acknowledge that the breach was handled in accordance with privacy legislation and with the school
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______________________________________ ____
 Print Name/Title Signature

Sign-off Date: ______________________________
 (mm/dd/yyyy)