**PRIVACY BREACH CHECKLIST**

The Office of Primary Interest (OPI) must use this checklist and take immediate action to stop and control a suspected privacy breach.

Take necessary action to prevent further wrongful access (e.g., change passwords, identification numbers, temporarily shut down the system, etc.). Where practical, shut down the website, application or device temporarily to permit a complete assessment of the breach and resolve vulnerabilities.

Determine what, if any, personal information has been stolen, lost or accessed, used, disclosed, copied, modified or disposed in an unauthorized manner.

Attempt to retrieve all documents that were wrongfully disclosed or taken by an unauthorized person.

Ensure no copies have been made or retained by the individual or organization involved in the actual or suspected privacy breach.

Return the documents to their original location or to the intended recipient unless its retention is necessary for evidentiary purposes (to determine the latter, Legal Services should be consulted).

Where personal information has been securely destroyed rather than being returned to CFMWS, obtain confirmation in writing from the individual or organization that the secure destruction has taken place, including the date, time and method of destruction used.

Determine whether the actual or suspected privacy breach would allow unauthorized access to any other personal information (e.g., an electronic information system involving multiple databases where other personal information could be compromised).

Contact your immediate manager and the CFMWS **National Manager Access to Information and Privacy Program (NM ATIP)** at 613-943-0018 or via [ATIP.AIPRP@cfmws.com](mailto:ATIP.AIPRP@cfmws.com), or the CFMWS **Vice-President Corporate Services (VP CorpSvcs)**.

Complete a **Privacy breach report and risk assessment** to document all steps taken and activities related to the breach, including how the incident was contained. Include a date and time log, as appropriate, such as who did what and when.

Other measures taken: