PART 5: TEMPLATE FOR REPORTING A BREACH TO OVIC

Please provide as much detail as you can. However, we encourage organisations to contact OVIC as soon as reasonably possible so that we may offer advice where appropriate and so we can respond from to any enquiries relating to the breach. We therefore recognise that you may not have all the information at the time that you report to OVIC.

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| **Question** | **Details (if known)** |
| What happened? |  |
| When did it happen and when did organisation become aware of it? |  |
| What personal information is involved? |  |
| How did it happen? * who caused the breach?
* was it malicious or accidental?
* who has accessed the information in unauthorised manner?
 |  |
| What is the risk of harm? * what type of harm?
* how serious?
* how likely?
 |  |
| Steps taken or proposed to contain breach. |  |
| Have affected individuals been notified?* if not, why?
* If so, how? What reactions?
 |  |
| Steps taken or proposed to prevent future breaches |  |
| Any other information |  |