RYERSON UNIVERSITY

Privacy Incident Notification Process

A privacy breach occurs when there is an unauthorized disclosure of personal information

<u>Suspected or actual</u> breach of personal information

Staff / Faculty / Instructors:

1) Notify Information & Privacy Officer ("IPO") **<u>immediately</u>** 416.979.5000 ext. 4676 or fippa@ryerson.ca
2) Advise Chair / Manager

The following information needs to be provided to the IPO:

- Nature of incident (email, mail, database, lost laptop, etc)
- What kind of personal information was involved
- When the incident occurred
- How many people impacted

IPO determines if incident is a breach.

No

No further action required.

Yes

IPO commences internal investigation and guides department responsible for breach through this process. IPO reviews procedures, determines whether a significant risk of harm is present, advises department whether notification to affected individuals should take place. IPO may recommend changes to department's procedures.

IPO has discretion to notify Information and Privacy Commissioner of Ontario ("IPC").

IPC conducts investigation to ensure the breach is contained, affected individuals are notified, and that the institution has preventative measures in place. IPC may issue a public report.

February 2013