

BREACH RESPONSE PROTOCOL

Level	Gravity Criteria		Time	Response	Responsibility
	Class	Source of Breach			
1 Low	I C	Internal and external Internal, if subject not known to source	24 hrs.	Step 1: Report breach/violation to Privacy Officer	Staff
			3 days	Step 2: 1) Confirm 2) Limit breach/retrieve information 3) IT Breach, inform Director, IT	Privacy officer
	26 days	Step 3: Investigate	Privacy officer		
	Total: 30 days	Step 4: Investigative report to: 1) Lead Privacy Officer	Privacy officer		
2 High	C C	External Internal, if subject known to source	12 hrs.	Step 1: Report immediately to Privacy officer Step 2: 1) Confirm 2) Limit breach/retrieve information 3) Inform Lead Privacy Officer 4) IT Breach, inform Directors, IT	Staff Privacy officer
			24 hrs.	Step 3: 1) Inform subject* 2) Consult with Directors, if required	Privacy officer
	18.5 days	Step 4: Investigate	Lead Privacy Officer		
	Total: 20 days	Step 5: Investigative report to: 1) Privacy officer 2) Subject*	Lead Privacy Officer		
	R	External	1 hr.	Step 1: Report immediately to Manager Step 2: 1) Confirm 2) Limit breach/retrieve information 3) Inform Lead Privacy Officer 4) Inform Police, OIPC if required 5) IT Breach, inform Lead Privacy Officer	Staff Privacy officer
3 Critical	R	External	1 hr.	Step 3: 1) Inform subject* 2) Consult Directors 4) Consult Police, if required	Privacy officer
			3 days	Step 4: Investigate/cooperate with Police	Lead Privacy Officer
			Total: 3 days	Step 5: Investigative report to: 1) Privacy officer 2) Subject*	Lead Privacy Officer