CHECKLIST FOLLOWING A PRIVACY BREACH

AUT

1. CONTAIN

☐ If possible, the privacy breach must be contained immediately.
Some examples of how a privacy breach may be contained, include:
- Trying to get lost information back;
- Disabling the breached system;
- Cancelling or changing computer access codes; or
- Trying to fix any weaknesses in the organisation's physical or electronic security.

☐ If the breach involves a computer system, immediately contact the Chief Information Officer for containment recommendations and follow any instructions accordingly.

2. NOTIFY

☐ If you suspect or know there has been a privacy breach, then you must immediately notify a Privacy Officer. Download the Privacy Breach Notification Form and send to a Privacy Officer:
- For matters related to staff contact the **Group Director – People & Culture**; or
- For matters related to students contact the **Group Director – Student Services & Administration**.

☐ Notify your manager if you are a staff member.

☐ If you suspect or know of a privacy breach which could impact a person's physical or psychological safety, directly notify our General Counsel.

3. ASSESS

☐ A Privacy Officer will undertake an assessment of the seriousness of the breach based on the Privacy Breach Notification Form you have provided. You will be contacted if the Privacy Officer requires any further information or requires you to take further steps.

☐ Do not destroy evidence that the University or any external agency might need to find the cause of the problem or fix the issue.

☐ The Privacy Officer will ensure compliance with legal requirements and, if relevant, notify the Privacy Commissioner if the Privacy Officer considers that it is a notifiable privacy breach.

☐ Unless the Privacy Officer directs otherwise, the matter is to be kept confidential.

4. PREVENT

☐ Investigate reasons for the privacy breach and assess how the breach could be prevented from happening again.

☐ Implement the identified methods of prevention for the privacy breach.

<u>**AUT's Privacy Officers are**</u>:

- For matters related to staff contact the **Group Director – People & Culture**
- For matters related to students contact the **Group Director – Student Services & Administration**