

PRIVACY BREACH NOTIFICATION FORM



If you are aware of a potential privacy breach that has occurred at AUT please complete this form and email to a University Privacy Officer:

- For matters related to staff contact the **Group Director – People & Culture** (dawn.shanta@aut.ac.nz); or
- For matters related to students contact the **Group Director – Student Services & Administration** (joanna.scarbrough@aut.ac.nz).

Provide information on the privacy breach below and complete all sections.

The information provided in this form will be used for reporting to the Privacy Commissioner if after assessment the privacy breach has caused or is likely to cause anyone serious harm.

Please contact a University Privacy Officer if you have any questions.

What is a privacy breach?

A privacy breach occurs when an organisation or individual either intentionally or accidentally:

- Provides unauthorised or accidental access to someone's personal information
- Discloses, alters, loses, or destroys someone's personal information
- A privacy breach also occurs when someone is unable to access their personal information (for example, their account being hacked)

SECTION A – PERSONAL DETAILS

Name:

Position:

Department:

SECTION B – PRIVACY BREACH INFORMATION

Please identify the type of privacy breach:

- ☐ Unauthorised or accidental access to personal information
- ☐ Disclosure, alteration, loss or destruction of personal information
- ☐ Prevention of access to personal information

Personal information means any information about an identifiable individual. The information does not need to name someone specifically if they are identifiable in other ways. This can include (but is not limited to): name, contact details, date of birth, image, log in details, opinion, employment information, health information and financial information.

Timeline:

Date of the privacy breach:

Date the privacy breach was identified (if different):

Is this privacy breach ongoing?

☐ Yes ☐ No

Details:

Describe what has happened in detail, including:

- How many people were affected by the privacy breach?
- How did the privacy breach occur?
- What caused the privacy breach?
- The type(s) of personal information involved
- Where the personal information has gone (if known)
- Whether the privacy breach is based on error or malicious intent (if known)

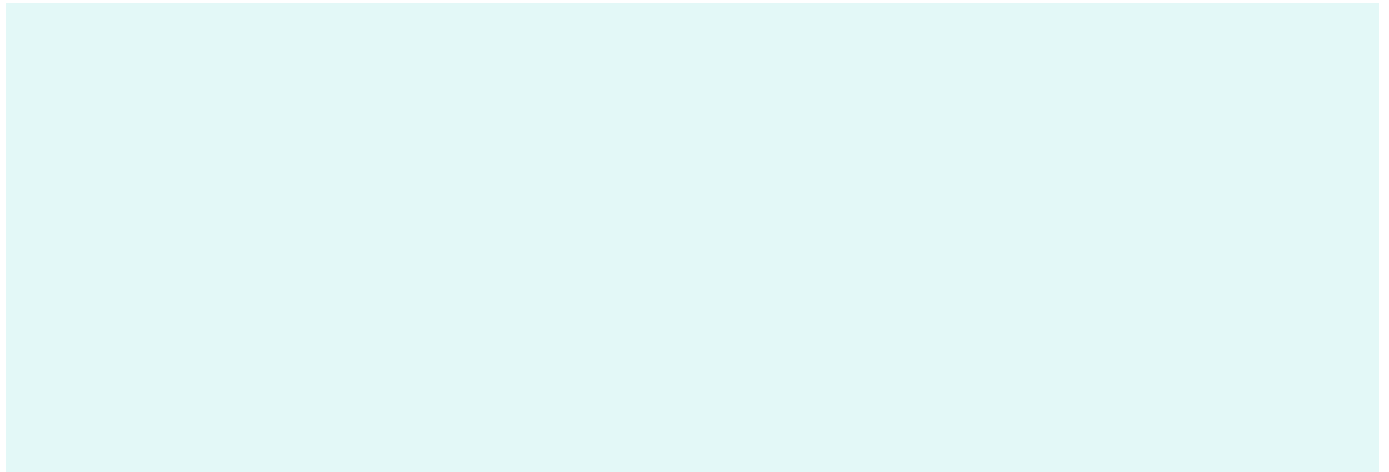
Please complete your statement here:

SECTION C – RESPONSE/MITIGATION DETAILS

Please provide information on actions taken to respond or mitigate the privacy breach, including:

- Whether the affected individual(s) have been notified of the privacy breach
- How were the affected individual(s) notified of the privacy breach?
- When were the affected individual(s) notified of the privacy breach?
- The response of affected individual(s) to the privacy breach (if known)
- If the affected individual(s) have not been notified, the reasons why not? (If known)
- Any planned actions to address or reduce the risk of harm following the privacy breach (if known)

Please complete your statement here:

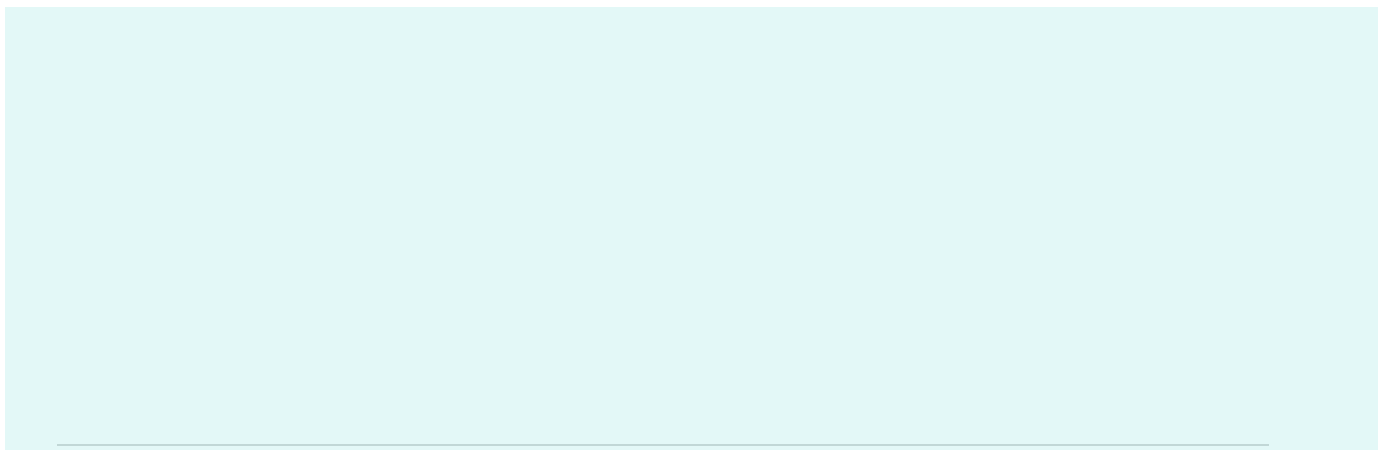


Other information:

Please provide any other information which may be relevant, including:

- If any other organisations were affected by the privacy breach
- Any authorities that the privacy breach has been reported to
- Any information related to security of the personal information (if known)

Please complete your statement here:



SECTION D – HARM ASSESSMENT

Please provide information on whether this privacy breach has, or is likely to cause anyone serious harm, including:

- How sensitive is the personal information related to the privacy breach?
- Who has obtained or may obtain the personal information?
- What types of harm may be caused to the people affected by the privacy breach?
- Is someone's physical safety in immediate danger?
- Is someone's psychological safety at immediate risk?
- Is someone at immediate risk of serious financial harm?

Please complete your statement here:

SECTION E – DECLARATION

Please attach any relevant supporting documents (if applicable).

Signed:

Date:

Thank you for notifying us of a potential privacy breach.
A response from a Privacy Officer can be expected within **2 working days**.