

# Privacy Breach Management Procedure

Developing or updating your privacy breach management procedure? Here's how to get started.

## 1. Consider potential privacy breaches

- Brainstorm various breach scenarios that could occur at your organization. This list will help you validate your procedure.



## 2. Determine the key steps

- How will a breach be reported?
- How will a breach be controlled?
- How will a breach be investigated?
- Who needs to be notified?
- What can we do to prevent a similar breach in the future?



## 3. Define roles and responsibilities

- Accountability related to data breaches should be defined. The procedure should clearly outline the roles and responsibilities of:
  - The Head of the Organization
  - The Privacy Officer
  - Senior Leaders and Managers
  - All Staff



## 4. Create an internal breach reporting form

- Ensure your organization complies with legislative obligations for maintaining records of privacy breaches and develop a standard means of recording necessary information following a breach.

