



**A Public Body's notice to the
Information and Privacy Commissioner
of a breach of privacy**

Please complete and provide the signed document to the Information and Privacy Commissioner at InfoPrivacy@assembly.pe.ca, or by fax to (902) 368-5947, or deliver it to the Office of the Information and Privacy Commissioner at 180 Richmond Street, or by mail to P. O. Box 2000 Charlottetown, PE, C1A 7N8.

Treat the information you collect about a breach as highly confidential. Do not further the breach by disclosing the information more broadly than required.

A. Name of the Public Body and contact information (phone and mailing address):

B. Date and time of breach:

C. Date breach discovered:

D. Breach reported by (Please identify the individual by title only):

E. Details of breach:

F. Personal information involved in the breach,

a) Type (eg. medical, benefit entitlement, financial or tax information); and

b) Form (eg. electronic storage, hard copy, storage device)

G. Details of notification to the affected individual(s), including method and date of notification (please identify, under separate cover, affected individuals and their contact information):

H. Additional comments:

Please note that a copy of this Breach Notification Form may be sent to any person who, in the opinion of the Commissioner, is affected by the breach. The Commissioner may sever any information that the Commissioner considers appropriate beforehand.

Signature of head of the Public Body or Delegate:

Date: