

Appendix B: Privacy Incident/Complaint Report

When completing this report, please provide as much detail as possible.
This form should not contain PHI (i.e. names, identifiers of affected individuals).

Is there a Security Incident Report associated with this incident/complaint? Yes No

Incident Information

Date and time of the incident:

Date and time of the incident was detected:

Was this a security or privacy incident/complaint?

Security

Privacy

Name & title of person(s) responsible for incident/complaint reporting:

Description of the incident/complaint (provide details):

If it is an incident, how was the incident identified?

What type of PI/PHI was involved? (data elements ONLY – do NOT include the PI/PHI in the description)

Incident Containment/Remediation (if applicable)

Describe the actions taken to contain the incident (e.g. access to a system(s) revoked, PHI recovered):

Describe any remediation measures taken (including dates, and parties involved):

Describe any remediation measures that are planned for the future (including timelines and parties involved):

Who is responsible for implementing remediation measures?

IPC and Other Reporting

Is this incident reportable to the IPC of Ontario?

Yes No Not applicable

If "yes", indicate:

- Annual reporting
- Mandatory reporting (other than annual submission)

If "no", please provide explanation:

Have the affected individuals been notified?

Yes No Not applicable

If "yes", please provide the date & details of notification:

Have HR and any other regulatory bodies been notified (e.g. regulatory college, law enforcement, others)?

Yes No Not applicable

If "yes", please provide the date & details of notification:

Privacy Team Follow-up

BR IN

Date incident/complaint reported to Privacy Lead:

Incident/complaint investigated by:

Actions Taken

By eCE:	
By Vendor:	
Planned next steps:	
Date incident/complaint investigation completed:	
Date incident/complaint report remitted to affected HIC:	