# Privacy Breach Notification Template

*Email completed notification to Privacy Committee of South Australia via* [*staterecords@sa.gov.au*](mailto:staterecords@sa.gov.au) *ASAP after agency becomes aware of breach.*

*Do not include any unnecessary personal information within this notification.*

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| **Agency details** | | | |
| **Agency name** | |  | |
| **Contact officer name and phone number** | |  | |
| **Name of Chief Executive** | |  | |
| **Date of notification** | |  | |
| **Date of incident** | | | |
| What date did the breach occur? | What date did the agency become aware of the breach? | | Date CE advised |
|  |  | |  |

| **Description of the incident** | |
| --- | --- |
| What led to the breach occurring?  *Include:*  *Whose personal information, and what type of information, was involved – do not include any personal information about affected parties*  *Which SA Government agencies, branches, and staff roles were involved*  *Whether third party organisations or individuals were involved* |  |

| **Advice of agency response** | |
| --- | --- |
| What was done in response to the incident?  *Including:*  *Rationale for determining what risk of harm exists or existed for affected parties* |  |
| Were the affected parties notified? | □ Yes □ No |
| If yes provide details of communications and any supports offered, if no provide advice of rationale for not notifying. |  |
| What support was provided to the affected parties? |  |

| **The Future** | |
| --- | --- |
| What has been implemented or will be implemented to prevent reoccurrence?  *Include:*  *Changes to training, policy, procedures, systems or culture* |  |
| **PCSA Action** | |
| Date reviewed by PCSA |  |
| Addition information requested by PCSA What support was provided to the affected parties? |  |