|  |
| --- |
| Complete and submit the following incident report by email to privacy@macewan.ca. If you do not have email access, contact the Information and Privacy Office by phone at (780) 497-5423 for in-person or mail-in submissions.**Privacy Notice** The personal information on this form is collected under s.33(c) of the Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act for the purpose of investigating a privacy or information security complaint or incident at MacEwan University. For questions, contact the University’s Privacy Lead by email at privacy@macewan.ca or by phone at (780) 497-5423. |

|  |
| --- |
| **CONTACT INFORMATION** |
| Report Date: Name of Reporter:      Email:       Phone:      Are you a: [ ]  Student [ ]  MacEwan Staff [ ]  Faculty [ ]  Public [ ]  Other      Which faculty or department are you associated with?       |
| **INCIDENT DESCRIPTION** |
| Who discovered the incident?      When did the incident occur      When was the incident discovered?       |
| General Description of Incident (brief summary):       |
| Was anything lost or stolen during the incident? (*e.g., cell phone, laptop, file, briefcase…)*     Was anything accessed during the incident? *(e.g., filing cabinet, google form, PeopleSoft, email)*       |
| Did the incident contain any information about another person or university business information that could be considered confidential? *(e.g., SIN, financial information, emails, grades, payroll information, etc.):*       |
| *The IPO is responsible for investigating whether a breach has occurred and overseeing the next steps to mitigate risks. However, it is reasonable for the reporting individual/department to take initial steps in some cases.*Has there been any action taken since the breach was discovered? *(if applicable)*     Has the affected individual(s) been notified? (*if applicable)*[ ]  Yes [ ]  No If yes, what was the form of notification?[ ]  Verbal [ ]  Email [ ]  Other *(please describe)*      Has the Information and Privacy Office at MacEwan University been notified?[ ]  Yes [ ]  NoHave the police or any other authorities been notified? *(if applicable)*[ ]  Yes [ ]  NoIf yes, who was notified and when?      |
| **INTERNAL OFFICE USE** |
| File Number:      Date:       |