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| Complete and submit the following incident report by email to [privacy@macewan.ca](mailto:privacybreach@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. |

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| **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  No  Have the police or any other authorities been notified? *(if applicable)*  Yes  No  If yes, who was notified and when? |
| **INTERNAL OFFICE USE** |
| File Number:  Date: |