**Data Breach Process Form**

**Background**:

A data breach involves the loss of, unauthorised access to, or unauthorised disclosure of, personal information.

This form will assist ACU staff in documenting the process where a data breach occurs, or is suspected, as per section 3 of the Data Breach Procedure & Response Plan (the Procedure).

If you require assistance with completing this form, contact the **Privacy Coordinator** immediately:

E: [privacy@acu.edu.au](mailto:privacy@acu.edu.au)

T: 02 9465 9151

**Section 1: Alert**

ACU staff are required to alert a Member of the Executive[[1]](#footnote-1) **within 24 hours** of a data breach, or a suspected data breach, in accordance with section 3.1 of the Procedure.

|  |  |
| --- | --- |
| **Date of breach:** | Click or tap to enter a date. |
| **Time of breach:** | Click or tap here to enter text. |
| **Description of breach:** | [describe the type of personal information involved eg contact details, date of birth] |
| **Cause of breach:** | [if unknown, explain how the data breach was discovered] |
| **Which system(s), if any, are affected?** | Click or tap here to enter text. |
| **Which directorate / faculty / institute is involved?** | Click or tap here to enter text. |
| **Has corrective action occurred to remedy or ameliorate the breach or suspected breach? If so, what?** | Click or tap here to enter text. |
| **Alert made by:** | [Name of ACU Staff] |
| **Date:** | Click or tap to enter a date. |

**Section 2: Assessment and Determination of Potential Impact**

Members of the Executive must consider whether a privacy data breach has (or is likely to have) occurred and make a preliminary judgement as to its severity. The [Privacy Coordinator](#_top) should be contacted for advice.

Members of the Executive must notify the Privacy Officer with their Assessment and Determination **within 24 hours** of receipt of the Alert, in accordance with section 3.2 of the Procedure.

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| *Alert received by:* | |
| **Name:** | [Name of ACU Member of the Executive] |
| **Date:** | Click or tap to enter a date. |
| *Criteria for determining whether a privacy data breach has occurred* | |
| **Is personal information\* involved?** | Yes  No |
| **Is the personal information of a sensitive\* nature?** | Yes  No |
| **Has there been unauthorised access\* to personal information, or disclosure\* of personal information, or loss\* of personal information in circumstances where access to the information is likely to occur?** | Yes  No |
| *Criteria for determining severity* | |
| **Describe the type and extent of personal information involved:** | Click or tap here to enter text. |
| **Have multiple individuals have been affected?** | Yes  No  If yes, provide further details: |
| **Confirm whether the information is protected by any security measures:** | Yes  No  If yes, provide further details: |
| **Provide details on the person or kinds of people who now have access:** | Click or tap here to enter text. |
| **Determine whether there is (or could be) a real risk of serious harm\* to the affected individuals:** | Click or tap here to enter text. |
| **Determine whether there could be media or stakeholder attention as a result of the breach or suspected breach:** | Click or tap here to enter text. |

\*Refer to Section 9 of ACU’s [Privacy Policy](http://www.acu.edu.au/policy/governance/privacy_policy_and_procedure/privacy_policy) for definitions.

**Section 3: Pre-emptive instructions by Privacy Officer**

Under section 3.3 of the procedure, the Privacy Officer will issue pre-emptive instructions as to whether the data breach should be managed at the local level or escalated to the Data Breach Response Team, depending on the nature and severity of the breach.

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| --- | --- |
| *Notification received by:* | |
| **Name:** | [Name of ACU Privacy Officer] |
| **Date:** | Click or tap to enter a date. |
| *Determination:* | |
| **How the data breach is to be managed:** | Choose an item. |
| **Any further instructions issued by the Privacy Officer:** | Click or tap here to enter text. |
| **Date of instruction:** | Click or tap to enter a date. |

**Section 4: Data breach managed at the Directorate/Faculty/Institute level**

Where the Privacy Officer instructs that the data breach is to be managed at the local level, the relevant Member of the Executive must submit a report **within 48 hours** of receiving instructions from the Privacy Officer, in accordance with section 3.3.1 of the Procedure.

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| **Description of breach:** | Click or tap here to enter text. |
| **Action taken:** | Click or tap here to enter text. |
| **Outcome of Action** | Click or tap here to enter text. |
| **Processes implemented to prevent a repeat of the situation** | Click or tap here to enter text. |
| **Any other information of relevance** | Click or tap here to enter text. |
| **Recommendation to the Privacy Officer** | i.e no further action is necessary |
| *Report submitted by:* | [Name of ACU Member of the Executive] |
| **Date:** | Click or tap to enter a date. |
| *Privacy Officers’ determination that no further action is necessary* | Yes  No |
| **Signed:** | [signature of ACU Privacy Officer] |
| **Date:** | Click or tap to enter a date. |

1. A list of staff Members of the Executive (Management Level 3) are set out in the “Definitions” section of ACU’s [Delegations of Authority Policy](http://www.acu.edu.au/policy/governance/delegations_of_authority_policy_and_register/_edit). [↑](#footnote-ref-1)