ATtachment B

**Data breach**

**ASSESSMENT REPORT**

This template is primarily designed to meet the requirements of assessment of data breaches of personal information as defined by the Privacy Act. A data breach involving other kinds of information may require a different approach.

Under the Privacy Act, PA must notify affected individuals and prepare a statement for the Information Commissioner if the data breach is likely to result in serious harm to any of the individuals whose information was involved. The purpose of this Report is to:

* enable PA to document its assessment of a data breach;
* to inform the decision of whether to notify affected individuals and/or the Information Commissioner; and
* to inform PA’s review of the data breach and the taking of actions to prevent future breaches.

This assessment must be completed expeditiously and within 30 days if possible.

| **DESCRIPTION** | **DETAILS** |
| --- | --- |
| **Description of the breach** | [Provide a short description of the breach, including the date and time the breach was discovered and the duration and location of the breach.] |
| **Type of information involved** | [Insert the type of information involved.] |
| **How the breach was discovered** | [Insert details about how the breach was discovered, and by whom.] |
| **Cause and extent of breach** | [Insert details about the cause and the extent of the breach.] |
| **List of affected individuals** | [List the affected individuals, or describe the class of individuals who are or may be affected by the data breach.] |
| **Is the breach likely to result in serious harm to any of the individuals to whom the harm relates?** | [Evaluate whether the breach is likely to result in serious harm to any of the individuals to whom the information relates, having regard to:   * the kind of information involved; * the sensitivity of the information; * whether the information is protected by one or more security measures, and the likelihood of those measures being overcome; * the persons, or the kinds of persons, who have obtained, or who could obtain, the information; and * if a security technology or methodology was used in relation to the information and designed to make the information unintelligible or meaningless to persons who are not authorised to obtain the information, the likelihood that persons could circumvent the security technology or methodology.   Seek advice from the Privacy Officer if required.] |
| **Remedial action** | [Insert details of the steps PA has taken to reduce any potential harm to individuals, e.g. by recovering lost information before it is accessed or changing access controls on compromised systems.] |
| **Is or will the remedial action result in making serious harm no longer likely?** | [State whether the remedial action will result in making serious harm no longer likely. If serious harm is no longer likely, PA is not required to prepare a statement to the Information Commissioner or to notify affected individuals.] |
| **Who will be notified of the breach?** | [Select from the following options.]  [Option 1]  PA has determined that the data breach is likely to result in serious  harm to individuals and therefore PA will:   * provide a statement to the Information Commissioner containing a description of the breach, the kind of information concerned and the recommended steps for individuals. * will [select one of the following options] notify all affected individuals / notify affected individuals at risk of serious harm / publish the statement on PA’s website and publicise it [choose this option only if the first two options are impracticable]   [Option 2]  PA has determined that notification of the data breach is not required because it is not likely to result in a serious risk of harm to any individuals. |
| **Preliminary recommendations** | [Include any recommendations on actions that could be undertaken to contain the breach, remediate the breach or prevent future breaches of a similar nature – these recommendations will feed into PA’s comprehensive review of the data breach.] |
| **Names of response team members** | [Insert the names and roles of response team members. The make-up of the response team will be determined by the Chief Executive Officer, having regard to the skills required to respond to the breach.] |
| **Date** | [Insert date.] |