

## POTENTIAL PRIVACY BREACH NOTIFICATION Checklist

This template has been designed to assist Foundation Housing Limited (FHL) to manage a data breach involving personal information and to capture a record of the steps taken to contain or control the situation and the decisions made. More detailed advice is available in our Privacy Policy.

Complete the below checklist thoroughly, the more details you provide the better we can assess the potential breach.

Instructions and tips for completing the checklist are provided in *orange Italicised text*.

<b>1.</b>	<b>Incident Information</b>	
	Date of incident:	
	Time of incident:	
	Location of incident:	
<b>2.</b>	<b>Details of the Reporter</b>	
	Full Name:	
	Position:	
	Direct number:	
<b>3.</b>	<b>Who was notified about the breach</b>	
	<i>Please add more lines if needed</i>	
	Full Name:	
	Position:	
	Direct number:	
<b>4.</b>	<b>Names and positions of others involved in the incident</b>	
	Name, surname and position	
	Name, surname and position	
	Name, surname and position	
<b>5.</b>	<b>What are the circumstances of the breach</b>	
	<i>How did the breach Happen?</i>	
	<i>When was the breach discovered, who discovered it and how was it discovered?</i>	
	<i>Who was the unauthorised recipient of the personal information?</i>	

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6.	<b>Type of information alleged to have been released including name(s) of customers, staff and employees</b>									
	<p><i>Who is the information about? For example – is the information about the agency’s employees, clients, children, etc.</i></p> <p><i>What is the information about the individual? For example - name, residential address, email address, date of birth, health information, driver licence number, credit/debit card number or bank account number, etc.</i></p> <p><i>What is the estimated number of affected individuals?</i></p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
7.	<b>Do you have evidence such as emails, incident reports, records of meetings etc.</b>									
	<p style="text-align: center;"><b>Yes / No:</b></p> <p><i>If Yes please send all evidence with this Checklist to the Privacy Officer</i></p> <p style="text-align: center;">17.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
8.	<b>What action has been taken to contain or control the breach?</b>									
	<p><i>For example, was there any attempted to recover the information, shut down or suspended the affected website or online system, revoked or changed access codes/passwords, etc?</i></p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
9.	<b>What is the potential harm for the affected individuals?</b>									
	<p><i>For example, could the information be used for identity theft, threats to physical safety, financial loss, workplace bullying, loss of employment opportunities, and humiliation or damage to reputation?</i></p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
10.	<b>Are the affected individuals aware that the breach has occurred and who informed the affected individuals?</b>									

	Yes/No If Yes, who informed the affected people: and how were they informed	
<b>11.</b>	<b>What changes can be implemented to prevent or reduce the risk or a reoccurrence?</b>	
	<i>What additional or amended measures will be implemented, for example, staff training, policy training, privacy and security audit, improved physical security, improved technical security, etc.</i>	
<b>12.</b>	<b>Answer Yes or No to the below 3 questions, if you answer yes please provide more details</b>	
	a. In your view was there unauthorised access to or disclosure of personal information?	
	b. In your view is it likely to result in serious harm to any of the individuals to whom the information relates? *	
	c. In your view has FHL been able to prevent the likely risk of serious harm with remedial action?	

**\*NOTE:** **Serious harm** is not defined in the *Privacy Act 1988*. In the context of a privacy/data breach, serious harm to an individual may include serious physical, psychological, emotional, financial, or reputational harm.

**On Completion of the checklist please email it to:**  
[Feedback@foundationhousing.com.au](mailto:Feedback@foundationhousing.com.au)