What you will be asked when you notify a privacy breach

Contact details for your agency (business or organisation)

- ☐ Name of the organisation
- ☐ NZBN number (optional)
- ☐ Sector
- ☐ Industry classification

Your contact details so we know who we're working with

- ☐ Full name
- ☐ Job title
- ☐ Email
- ☐ Phone number

Timeline about when the breach occurred

- ☐ Is the problem that caused this breach ongoing?
- ☐ The date of the breach
- ☐ The date the breach was identified by your organisation

About the breach

- ☐ How many people were affected (if known)
- ☐ The type of personal information involved in the breach
- ☐ The type of breach (i.e. what caused it)
- ☐ If you know where the information has gone, and if so, where?

Likely harm - you will be asked to indicate how serious the privacy breach is. Cultural perspectives of harm may also be relevant.

- ☐ How sensitive is the information that is involved in the breach?
- ☐ Who has obtained or may obtain the information?
- ☐ Do you have control of the information now?
- ☐ What type of harm may be caused by the breach?

For each type of harm you identify, what do you think the impact of the harm will be? Consider cultural perspectives here too.

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- [ ] How likely is it that someone will be harmed because of this breach?
- [ ] What steps have been taken to reduce the risk of harm from this breach?
- [ ] Are there security measures in place that protect the information from being accessed?

Depending on the answers to the above questions, you might also be asked:

- [ ] Is someone's physical safety in immediate danger?
- [ ] Is someone's psychological safety at immediate risk?
- [ ] Is someone at immediate risk of serious financial harm?
- [ ] Are there cultural considerations of danger and risk we need to make?

Notifying affected people

- [ ] Have you notified the people affected by the breach?
- [ ] If you have, you will need to tell us what you have done to notify the people affected.
- [ ] If you haven't, you will need to tell us why you haven't notified the people affected.
- [ ] If you're relying on permitted exceptions to not notify the people affected, you will need to tell us which exceptions and why (the tool will list these exceptions for you).
- [ ] If you are delaying notifying people affected, you will need to tell us why, and for how long.
- [ ] If you are relying on giving public notice to notify the people affected, you will need to tell us why.

Other organisations or authorities

- [ ] Were any other organisations affected by the breach?
- [ ] If yes, tell us who, and explain how they were affected.
- [ ] Has the breach been reported to other authorities?
- [ ] If yes, what authorities has the breach been reported to?

Have you contacted any organisations (such as CERT, ID Care, Netsafe, or any other) that might be able to provide support to your organisation or people affected by the breach?

As a last step you will be asked to provide any further information you think may be relevant to the breach. There is a free text field and an option to upload supporting documents. Please don't send us personal information of your customers or clients in these attachments.

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