

APPENDIX 2***Information and Privacy******Privileged & Confidential***

**SECURITY BREACH/VIOLATION REPORT
Case No.*****DATE OF REPORT TO I&P:******SEVERITY LEVEL******RECORDS BREACHED AS ALLEGED******SOURCE OF BREACH AS ALLEGED:******INVESTIGATOR(S):******INCIDENT REPORT (notification, response, investigation, conclusions)******Facts******Information Breached******Investigation******CONCLUSION:******RECOMMENDATIONS (prevention, incident response, further action)******FOLLOW UP******DISTRIBUTION***

Signature of Investigator***Date***

***Signature of
Manager Information & Privacy Office******Date***