



Mandatory Data Breach Reporting Form

July 2023

Data Breach Notification to the Privacy Commissioner

Section 59M of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) requires the head of a public sector agency to immediately notify the Privacy Commissioner of an eligible data breach using an approved form. This form has been approved by the Privacy Commissioner for use by agencies for the purpose of notification under section 59M of the PIIP Act.

This approved form sets out the information that agencies must supply to the Privacy Commissioner when making a notification of an eligible data breach, unless it is not reasonably practicable to provide that information.

This document is not to be used for agency's notification to individuals affected by a breach, however the information supplied may be of use when developing your agency's written notification as required by section 59N of the PIIP Act.

Agency making notification

Agency name:

Agency address:

Telephone number:

Contact name:

Contact telephone:

Contact email:

Contact role/title in organisation:

Notification made on behalf of another agency/agencies (if applicable)

Is the notification made on behalf of another agency/agencies? Yes No

If yes, complete the agency details below:

Name:

Address:

Telephone number:

Contact name:

Contact telephone:

Contact role/title in organisation:

If the notification is made on behalf of more than one agency, please provide the above details for each agency as a separate attachment.

Type of personal information that was the subject of the breach

Select the option(s) that best apply:

- Contact details
- Identity documents/credentials
- Financial information
- Health information
- Under review (agency is still conducting its assessment at time of notification)
- Other sensitive information:

Description of eligible data breach**Discovery of the breach**

When the data breach occurred:

When the data breach was discovered:

Where the data breach was discovered:

How the data breach was discovered:

By whom was the data breach discovered:

Amount of time the personal information was exposed:

Type of breach

Select the **type(s) of data breach** as applicable:

- Unauthorised disclosure
- Unauthorised access
- Loss of information
- Other:

How the breach occurred

Provide a brief explanation as to how the breach occurred:

Cause of breach

- Cyber Incident

If the breach was caused by a Cyber Incident, select the type of Cyber Incident below:

<input type="checkbox"/> Ransomware
<input type="checkbox"/> Malware
<input type="checkbox"/> Phishing (compromised credentials)
<input type="checkbox"/> Compromised credentials (method unknown)
<input type="checkbox"/> Hacking
<input type="checkbox"/> Brute Force Attack (compromised credential)
<input type="checkbox"/> Other:
<input type="checkbox"/> Human Error
<input type="checkbox"/> Loss/theft of data/equipment
<input type="checkbox"/> System fault
<input type="checkbox"/> Other:

Remedial action taken to date (including description of action and when)

Remedial action to be taken

Notification to affected persons
Total number of individuals affected , or likely to be affected by the breach (provide best estimate if exact figure is unknown):
Total number of individuals notified of the breach at this stage:
Total number of individuals yet to be notified of the breach:
Provide details of how and when individuals were notified:
Have individuals been advised of the complaints and internal review procedures under the PPIP Act?

Recommendations made to affected individuals about the steps they should take to mitigate the effects of the breach
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Estimated cost
Estimated cost of the breach to the agency:

Other bodies notified

For more information

Contact the Information and Privacy Commission NSW (IPC):

Freecall: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au