

This form should be used by an OCINet Participant to provide a report on theft, loss or unauthorized collection, use or disclosure of PHI originating from their organization where the associated privacy breach has an impact on other OCINet Participants, and where the Participant is required to provide details on privacy breach investigation and management to OCINet and the Impacted Participants.

Where a privacy breach originates from the Participant, they will be the Lead Organization for breach investigation and management and will follow their own privacy breach protocol and the OCINet Privacy Breach Policy in OCINet's Participant Privacy Manual.

PLEASE DO NOT INCLUDE PHI IN THE FORM BELOW

Section A: Contact Information for the Reporting Participant (Privacy Contact)	
Name:	Title:
Phone:	Email:
Organization Name:	
Section B: Breach Information (may include updates from initial notification form)	
Date/Time Breach Occurred (or when it was identified if occurrence unknown):	
Number of Individuals to Whom the PHI relates (if known):	
Description of the Source of Breach (e.g., staff member, system, other):	
Participants Impacted by the Breach:	
Description of the PHI Involved in the Breach:	
Description of the Nature of the Breach (e.g., what happened that resulted in PHI being accessed, collected, used or disclosed):	
Section C: Immediate Breach Containment	
Describe Containment Measures Taken to Date and Resulting Outcomes:	
Describe Outstanding Containment Activities to be Completed:	

Form to be completed and submitted to OCINet for distribution to Impacted Participants

Contact OCINet Privacy: privacy@ocinet.ca 905-943-7790 ext. 130 March 1, 2026

Section C: Immediate Breach Containment Continued
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Is additional support required from OCINet or the Impacted HICs to complete containment? Provide details:
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Section D: Notification

Has the breach been reported to the Ontario Information and Privacy Commissioner? If yes provide date:

Were the individuals whose PHI was subject to privacy breach been notified? If yes, provide date:

Section E: Investigation/Remediation

Describe steps taken to investigate the privacy breach:

Describe outstanding steps that remain to be taken to investigate the privacy breach:

What steps have been taken to remediate and prevent a future privacy breach?
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What steps remain to be taken to remediate and prevent a future privacy breach?
