

REPORT IT EARLY. CONTAIN IT FAST. REPORTING PRIVACY BREACHES.

01

Common Issue

Privacy incidents not reported promptly - or at all - due to uncertainty about what is a breach or assumptions it is minor.

02

When Required

When you become aware of a suspected or actual incident involving personal information, including loss, unauthorised access, use, disclosure, or storage.

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Why This Matters

Prompt reporting enables timely risk mitigation and supports compliance with privacy laws and internal policies.

04

What To Do

- **Contain the issue (restrict access, secure data, prevent exposure)**
- **Notify the Privacy Office ASAP**
- **Do not investigate or notify external parties without guidance**
- **Provide clear, factual details of the incident**

KEY INSIGHT

In the last 6 months, 28 privacy breaches were reported, showing increased awareness and early reporting. Only two required mandatory notification, with most incidents contained early.