



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 Fax: (250) 561-6801
www.sd57.bc.ca

School District No. 57 Privacy Breach Process

The [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) requires B.C. public bodies to provide privacy breach notifications to affected individuals and to the commissioner.

School District No. 57 privacy breaches are reported and managed by the Privacy Compliance and Risk Management Advisor.

Risk Evaluation

During the risk evaluation phase the district gathers information on the nature of the breach, its cause, the date it occurred, the date it was discovered, and where applicable the date the cause of the breach was corrected. During this phase the district will determine the type and number of individuals affected, what personal information was involved, and if any physical, technical, or organizational safeguards were in place.

Determining Harm from the Breach

School District No. 57 will identify all possible types of harm that may result from the breach. These may include;

- Identity theft (most likely when the breach includes loss of personal identification numbers, financial information, passwords, or other information that can be used to commit financial fraud);
- Bodily harm (when the loss of information places an individual at risk of physical harm, stalking or harassment);
- Humiliation and damage to reputation or relationships (associated with the loss of information such as medical records or disciplinary records);
- Loss of employment, business or professional opportunities (usually as a result of damage to reputation to an individual);
- Financial loss, negative impact on a credit record, damage to or loss of property, breach of contractual obligations, future breaches due to similar failures, and failure to meet professional or certification standards.

Notification

Where applicable police or other authorities will be notified of any breach. In all cases School District No. 57 will notify any individuals affected by the breach in writing, and will notify the [Office of the Information and Privacy Commissioner \(OIPC\)](#).

Prevention

School District No. 57 will take immediate steps to contain and reduce any harm from the breach. Following the risk evaluation, determining harm, and notification phases the District will put in place long term strategies to prevent any similar breaches from occurring.