PRIVACY UNLOCKED

~ Your source for privacy best practices ~

2nd Edition ~ July 2025

Privacy Breaches

What is a privacy breach?

When Personal Health Information (PHI) or Personal Information (PI) is or is suspected to have been:

- Stolen or lost
- Accessed without a "need to know"
- Used, disclosed, or destroyed without authorization

What should I do?

1. Take steps to prevent further breach or impact (contain it)
2. Gather initial details of what happened
3. Report to your supervisor
4. Report to others as appropriate (i.e. ITSS and police for lost or stolen devices)
5. Report to ATIP by entering a privacy breach incident in PSMS (within 24 hours)

Available Resources

Privacy Breach Management Guide
Need to know guidance
https://src.healthpei.ca/ATIP