

PRIVACY UNLOCKED

~ Your source for privacy best practices ~

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Unintentional Privacy Breaches

Most of us think we can easily identify a privacy breach, like a snooping incident. There are some privacy breaches, however, that are less obvious and harder to identify.

Examples of unintentional privacy breaches:

- Disclosing more PHI than necessary to a colleague
- Opening the chart of the wrong person
- Sending PHI to the wrong printer at a different location

How can you prevent an unintentional privacy breach?

1. Confirm multiple patient identifiers
2. Slow down and confirm all information is correct, including email addresses, fax numbers, printers, etc.
3. Ask yourself whether all recipients have the 'Need to Know'
4. Consider the minimum amount of information required to serve the purpose

Available Resources

[Need to Know Guidance](#)

[Email Guidance](#)

[Data Safeguards Guidance](#)

[Voicemail Guidance](#)

For more information, contact the Access to Information and Privacy (ATIP) team at [**healthprivacy@ihis.org**](mailto:healthprivacy@ihis.org)