

Privacy Matters



I discovered a privacy breach...now what?!

We talk a lot about the importance of preventing privacy breaches and best practices you can incorporate into your work routine to help ensure they don't happen. However, it's equally important to know what steps must be taken should you suspect or discover a privacy breach, including:

- ⇒ Taking immediate action
- ⇒ Notifying your immediate supervisor or manager right away
- ⇒ Entering the privacy breach into the Provincial Safety Management System (PSMS) as soon as possible
- ⇒ Documenting only the facts when entering the incident into PSMS, without adding speculation or blame

Entering a privacy breach into PSMS ensures the appropriate leaders and the Access to Information and Privacy (ATIP) team are aware of the breach and can provide guidance and direction on how to proceed with next steps. It also provides the ATIP team with helpful information around what types of breaches are happening, how and why they are happening, how they may be prevented, types of privacy education and training that would benefit HPEI staff, and what areas may need additional support.

If you have any questions or require support in addressing privacy breaches, please reach out to the HPEI ATIP team at healthprivacy@ihis.org and check out our webpage on the Staff Resource Centre for lots of great resources related to privacy. <https://src.healthpei.ca/access-information-and-privacy>