



## Are Privacy Breaches serious?

Privacy breaches are a very serious matter. Sheridan's activities are regulated by federal and provincial legislation which includes but is not limited to: the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Protection Act (PHIPA). These pieces of legislation provide strict guidelines for the appropriate management of personal information. Personal Health Information (PHI) is particularly sensitive and its collection, use, and disclosure is highly regulated. The Information and Privacy Commissioner of Ontario oversees the management of personal information in this province and intervenes should complaints arise.

## What harm can arise from a Privacy Breach?

### *Examples of harm to individuals:*

- Identity Theft
- Loss of trust in Sheridan
- Emotional trauma
- Damage to reputation

### *Examples of harm to Sheridan:*

- Monetary penalties
- Employee termination
- Investigation by IPC/ police
- Damage to reputation

## What should you do in the case of a Privacy Breach?

- **REPORT** the breach to the Office of General Counsel
- **CONTAIN** the breach and conduct a preliminary assessment
- **EVALUATE** the risks associated with the breach
- **NOTIFY** any and all affected individuals
- **PREVENT** a future breach by adopting mitigation strategies

## Where can I find the required documents?

All required documents can be found on Access Sheridan under Office of General Counsel. Documentation includes:

- Privacy Breach Report Form
- Guidelines for Reporting Privacy Breaches at Sheridan

You can also view Sheridan's Privacy and Records and Information Management Policies and Procedures by clicking on the Policy Viewer on Access Sheridan.

## For more information, please contact:

Office of General Counsel  
[privacy@sheridancollege.ca](mailto:privacy@sheridancollege.ca)

Department of Records and Information Management  
[Records-mgmt@sheridancollege.ca](mailto:Records-mgmt@sheridancollege.ca)