

# PROTECTION OF PRIVACY - SCHEDULE 2: PRIVACY BREACH RESPONSE ACTION PLAN AND TIMELINES

**Date**  
February 17, 2021

**Number**

ACTION REQUIRED	RESPONSIBLE PARTY	TIMELINES
Report the breach to supervisor or manager	Department or program area staff	The same day as breach is discovered
Report the breach to the Information and Privacy Archivist	Department or program area supervisor or manager	The same day as breach is discovered
Complete report form and submit to <a href="mailto:privacy@sfu.ca">privacy@sfu.ca</a>	Department or program area	Within 2 business days of breach being discovered
Review report	Information and Privacy Archivist	Within 24 hours of receiving report

Determine if notification of affected individual<sup>227</sup>.