

APPENDIX TO AP I1 RESPONDING TO BREACHES OF PRIVACY: EXAMPLES OF PRIVACY BREACHES

The following are some examples of privacy breaches:

	Student Records	Employee Records	Business Records
Inappropriate disclosure/use of personal information	<p>Two teachers discussing (and identifying) a student in the local grocery store.</p> <p>Student's report card mailed to the wrong home address.</p> <p>Digital images of individuals taken and displayed without consent.</p> <p>Hard-copy psychological assessments kept in openly accessible file cabinets that are not secured or controlled.</p> <p>Confidential student health records inadvertently blown out of a car trunk and scattered over a busy street.</p>	<p>Employee files containing social insurance numbers left in unlocked boxes near the open shipping/receiving area.</p> <p>Budget reports (containing employee numbers and names) found in their entirety in recycle bins and garbage bins.</p> <p>Theft from car of a briefcase containing a list of home addresses of teaching staff.</p>	<p>A list of names, including credit card numbers, left on the photocopier.</p> <p>Personal information disclosed to trustees who did not need it to effectively decide on a matter.</p>
Technology/computer error	<p>Lost memory key containing student data.</p> <p>Theft from teacher's car of a laptop containing Special Education student records on the hard drive.</p>	<p>Sending very sensitive personal information to an unattended, open area printer.</p> <p>Password written on a sticky note stuck to a monitor.</p> <p>Resumes faxed or emailed to a wrong destination or person.</p>	<p>Stolen laptop containing names and addresses of permit holders.</p> <p>Contract tender information scanned and not cleared from multifunctional office machine.</p> <p>Disposal of equipment with memory capabilities (e.g., memory keys, disks, laptops, photocopiers, fax machines, or cell phones) without secure destruction of the personal information it contains.</p>