

REPORTING A PRIVACY/DATA BREACH

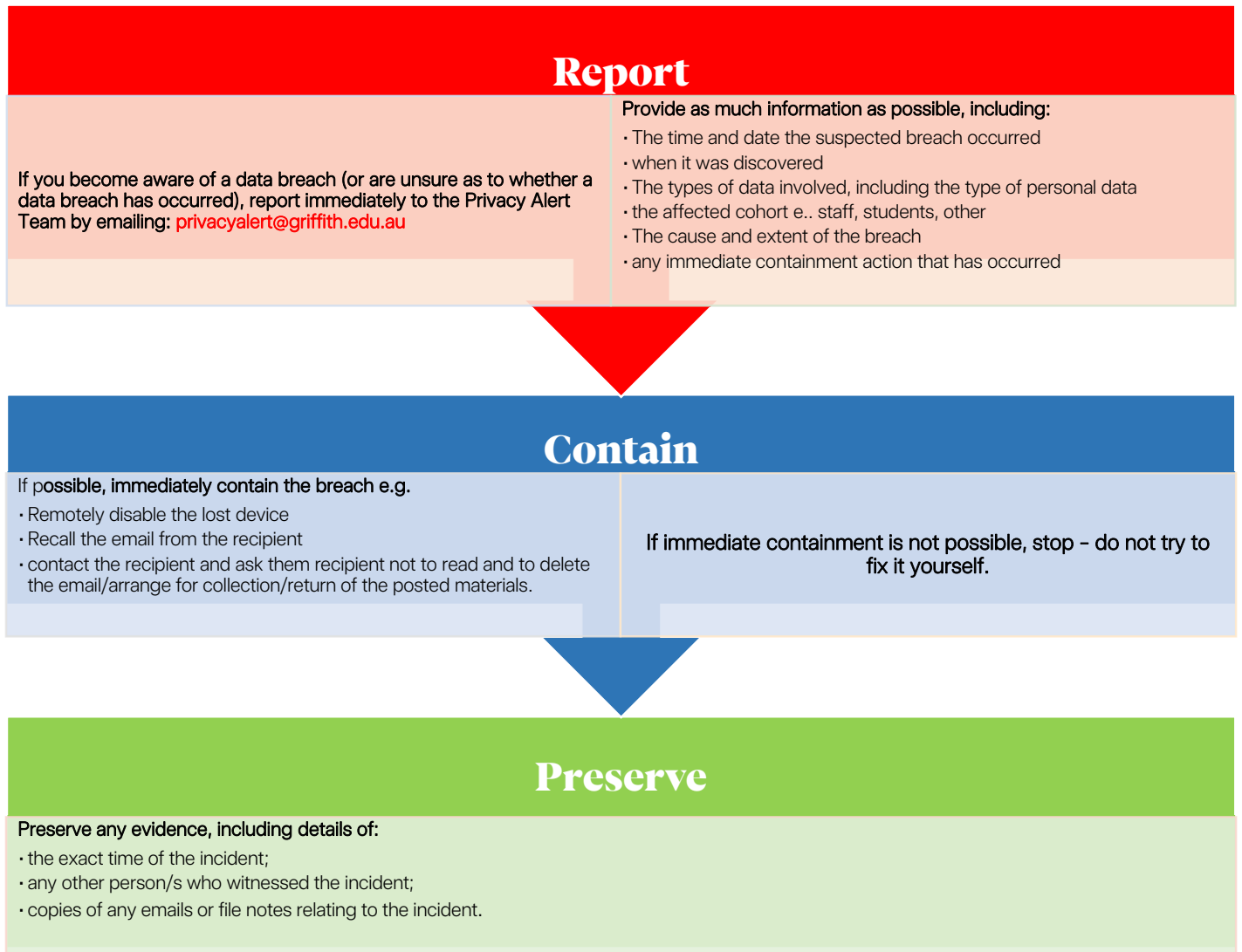
1. What is a Privacy/Data Breach?

A privacy or data breach happens when confidential, sensitive or protected data, including personal information, is accessed, copied, transmitted, viewed, stolen or used by an individual unauthorised to do so, e.g.:

- Someone's personal information is sent to the wrong person
- A database containing confidential information or research data is hacked
- An unencrypted and unlocked laptop or external hard drive goes missing
- A third party vendor supplying hosting, data processing or other technology services notifies of data breach
- Loss of hardcopy information that contains confidential information

2. What do I do if I think there has been a Privacy/Data Breach?

ACT FAST: THE FIRST 24 HOURS FOLLOWING A BREACH ARE CRITICAL



Further help or advice can be found by contacting the Privacy Officer: privacy@griffith.edu.au