Clinic / custodian: _____ Calendar year: _____

Privacy breach log for Ontario therapy clinics

A year's log with one row per event, the seven IPC situations to consider, and an annual tally for the March 1 report. therapycrm.io

Log kept by	Covered by (when away)	Reviewed monthly by

Breach log: one row per event, on the day it is found

Found / occurred	What happened (no health details)	Type: stolen / lost / used / disclosed	People affected	Individual notified (date, how)	IPC situations considered	Action taken / checked by
1						
2						
3						
4						
5						
6						
7						

Blank template from TherapyCRM. Adapt it to your clinic's own policy and professional judgment. It is not clinical, legal or regulatory advice and does not claim to meet any payer, regulator or certification-body requirement. therapycrm.io/guides/privacy-breach-log-template-ontario

Clinic / custodian: _____ Calendar year: _____

Situations that must be reported to the IPC (O. Reg. 329/04, s. 6.3)

1. Knowing use or disclosure without authority. 2. Stolen information. 3. Further use or disclosure after a breach. 4. Pattern of similar breaches. 5. Event reportable to a College. 6. Event that would be reportable if the agent were a College member. 7. Significant breach (sensitivity, volume, number of individuals, more than one custodian or agent).

Annual tally for the report due March 1

Type	Number of times in the calendar year	Of these, reported to the IPC at the time

Tally prepared by / date _____ Report sent to IPC on _____ Copy filed (yes / no) _____

Monthly review

Month	Entries complete	Pattern found (yes / no)	Open actions	Reviewed by

Do not copy personal health information into this log. Check the current Personal Health Information Protection Act, 2004, O. Reg. 329/04 and the IPC's guidance. This log is not legal advice.

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