

## NotifyUs

### What to expect in the NotifyUs Report Form

When reporting a privacy breach to us, you may want to start by first completing the NotifyUs [self-assessment](#), which will give you an indication of whether or not you must notify us of the breach. At the end of the self-assessment, you have the option to go on to complete the NotifyUs report form.

NotifyUs will step you through the report form with guidance at every stage and answer choices for most questions. To give you an idea of what information you will need to complete, here is what you will be asked.

#### Contact details

You will be asked to provide the following information about your organisation:

- Name of the organisation
- NZBN number (optional)
- Sector
- Industry classification

You will be asked to provide the following information about yourself:

- Full name
- Job title
- Email
- Phone number

#### Timeline

You will be asked to provide the following details about when the breach occurred:

- Is the problem that caused this breach ongoing?
- The date of the breach
- The date the breach was identified by your organisation

#### About the breach

You will be asked to provide the following details about the breach:

- How many people were affected (if known)
- The type of personal information involved in the breach
- The type of breach (i.e. what caused it)
- If you know where the information has gone, and if so, where?

#### Likely harm

You will be asked to indicate how serious the privacy breach was by answering the following:

- How sensitive is the information that is involved in the breach?
- Who has obtained or may obtain the information?

- What type of harm may be caused by the breach?
  - For each type of harm you identify, what do you think the impact of the harm will be?
- How likely is it that someone will be harmed because of this breach?
- What steps have been taken to reduce the risk of harm from this breach?
- Are there security measures in place that protect the information from being accessed?

Depending on the answers to the above questions, you might also be asked:

- Is someone's physical safety in immediate danger?
- Is someone's psychological safety at immediate risk?
- Is someone at immediate risk of serious financial harm?

## **Notifying affected people**

You will be asked about any notifications you have already made to people affected by the breach:

- Have you notified the people affected by the breach?
  - If you have, you will need to tell us what you have done to notify the people affected.
  - If you haven't, you will need to tell us why you have not notified the people affected.
- If you are relying on permitted exceptions to not notify the people affected, you will need to tell us which exceptions and why (the tool will list these exceptions for you).
- If you are delaying notifying people affected, you will need to tell us why, and for how long.
- And finally, if you are relying on giving public notice to notify the people affected, you will need to tell us why.

## **Other organisations**

You will be asked about any other organisations or authorities:

- Were any other organisations affected by the breach?
  - If yes, tell us who, and explain how they were affected.
- Has the breach been reported to other authorities?
  - If yes, what authorities has the breach been reported to?
- Have you contacted any organisations (such as CERT, ID Care, Netsafe, or any other) that might be able to provide support to your organisation or people affected by the breach?

## **Final step**

Finally, you will be asked to provide any further information you think may be relevant to the breach. To give us this information you will have a free text field and an option to upload attachments such as supporting documents.