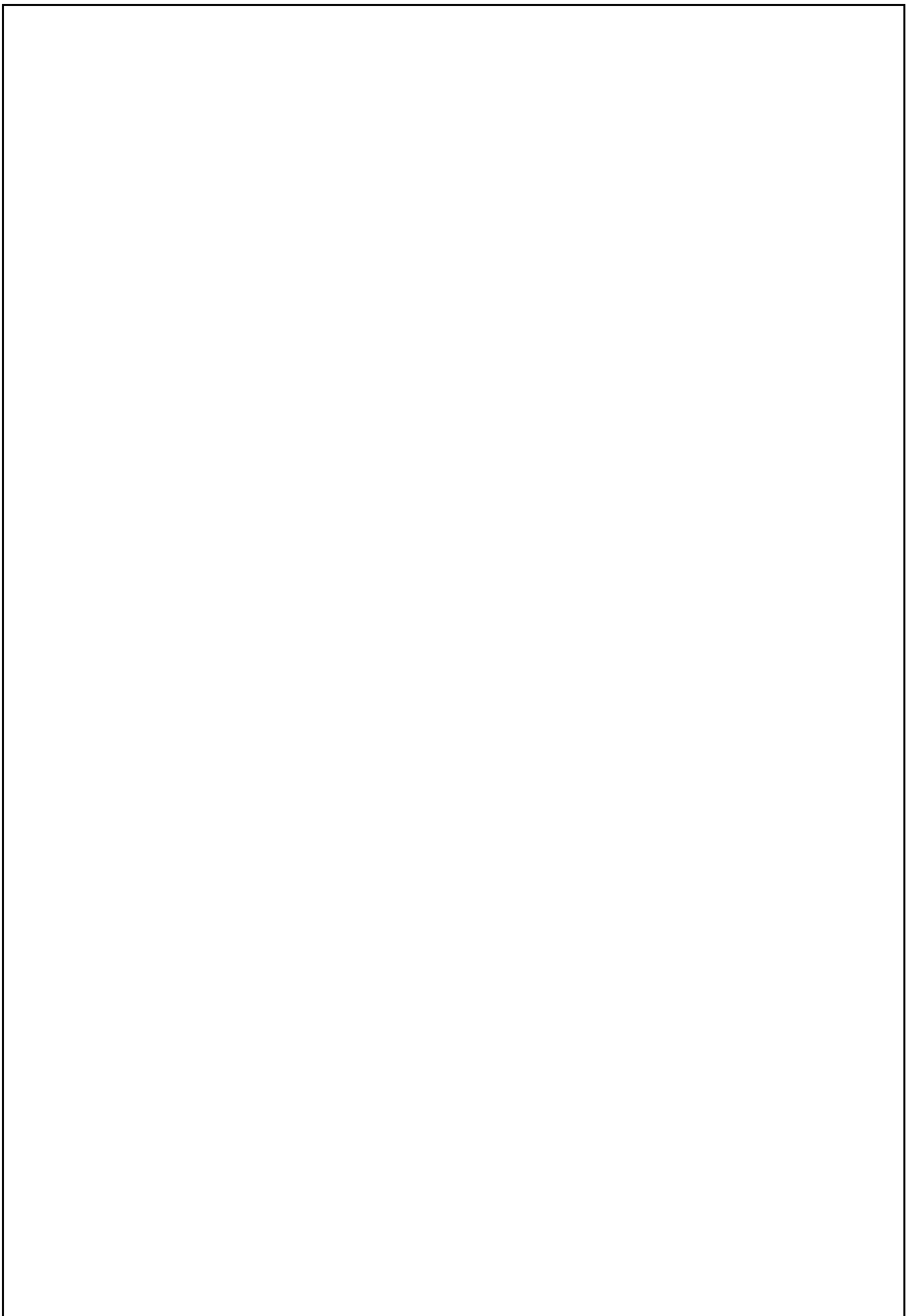


KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section	Business and Administrative Services	Regulation Code: BA1.8.1
	• Administrative Operation	Policy Code Reference: BA1.8
Regulation:	PRIVACY BREACH PROTOCOL	Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. [BA1.8, Privacy Information Management](#) and will address the steps to follow when a privacy breach occurs.



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Board and Community

Regulation Code: B-1.8.1

• Administrative Operation

Policy Code Reference: B-1.8

Regulation: PRIVACY BREACH PROTOCOL – continued

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1.5 Step 5 – Implement Change

When determining what changes and remedial actions need to be implemented, consider whether it is necessary to

- 1.5.1 review the relevant information management systems to enhance compliance with privacy legislation;
- 1.5.2 amend or reinforce the existing policies, procedures, and practices for managing and safeguarding personal information;
- 1.5.3 develop and implement new security or privacy measures as required;
- 1.5.4 review employee training on legislative requirements, security and privacy policies, procedures, and practices to reduce potential or future breaches and strengthen as required;
- 1.5.5 test and evaluate remedial actions to determine if they have been implemented correctly and if policies, procedures, and practices need to be modified; and
- 1.5.6 recommend remedial action to the accountable decision

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

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Regulation Code: B-1.8.1

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2.3 Risk of Hurt,