# Mandatory Breach Reporting Amendment Cover Page

# Document Purpose and Overview

The purpose of this document is to notify the Office of Information and Privacy Commissioner of Alberta (OIPC) of the changes you are making in your clinic and what will be in the attachments. It is also the page authorizing the changes by the lead custodian.

# Instructions for use

If mandatory breach reporting is the only change you are making, this completed letter can go as a stand-alone document. If you are making other changes, please make sure you add the mandatory breach reporting (and supporting documents) to that amendment. You can use the wording in this cover letter for the relevant acts and wording.

Please fill in the highlighted sections and have the lead custodian sign the document. Attach the relevant documents to the cover letter and send as one package to the OIPC.

Ensure you remove highlighting and this instructional cover sheet before submitting.

# Questions?

If you have any questions about this document or require further assistance, please contact the Alberta Medical Associations’ Security Privacy and Data Sharing (SPaDS) team at [PrivacySPaDS@albertadoctors.org](about:blank).

<DATE>

Office of the Information and Privacy Commissioner

# 410, 9925 - 109 St NW

Edmonton, Alberta

T5K 2J8

Fax: (780) 422-5682

RE: <CLINIC NAME> – Privacy Breach Management

**OIPC File # -** **Date Accepted -**

<LEAD CUSTODIAN>

Dear Intake Officer:

As the responsible Custodians under the Health Information Act for the above-mentioned clinic, please accept this notification that we have updated our Privacy Breach Management Procedure to reflect the amendment to the HIA (section 60.1) that took effect on August 31, 2018.

If you require further information, please contact <PRIVACY OFFICER> at <PHONE NUMBER> or <EMAIL>.

All other information will remain the same.

Sincerely,

<LEAD CUSTODIAN>

Lead Custodian

<CLINIC NAME>

Enclosures: Breach Management Policy and related attachments