



Privacy Breach Risk Assessment

Date Privacy Officer was notified of potential breach: _____

Name of person notifying PO: _____

Name and address of consumer(s) whose information was potentially breached (*Note: if the potential breach involved a group of consumers, please identify the group [e.g. all case management consumers] and attach list of all involved consumers along with their home addresses*):

Name

Street Address

City

State

Zip Code

Name and address of guardian(s) for consumer(s) whose information was potentially breached (*Note: if the potential breach involved a group of consumers, please identify all guardians for the group and attach list of all involved guardians along with their mailing addresses*):

Name

Street Address

City

State

Zip Code

How many consumers are involved in this potential breach? _____

Describe the potential breach:

Do any of the following conditions apply to this breach/potential breach? ☐ Yes ☐ No

☐ Unintentional good faith acquisition, access, or use of PHI by a workforce member

☐ Inadvertent disclosure between two individuals who are otherwise authorized to access the PHI;

☐ Disclosure to an unauthorized person who would not reasonably have been able to retain such information.

Describe the type of information potentially breached (including the types of identifiers, the amount of data and its sensitivity):



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Describe the likelihood that the data breached/potentially breached could be re-identified:

Describe the type of unauthorized person who used the PHI or to whom the data was disclosed:

Was the PHI actually acquired or viewed? ☐ Yes ☐ No ☐ Don't Know

If "Don't Know" was checked, how likely is it that the PHI was acquired or viewed or could be viewed by the unauthorized person in the future?

Describe the extent to which risk to the PHI has been mitigated:

Assessment Findings (*based on the information gathered above, check ONE of the following*):

- ☐ There is a low probability of compromise of the PHI (No further action is required)
- ☐ There is a moderate probability of compromise of the PHI (breach notification of affected consumer(s) and/or guardian(s) must occur).
- ☐ There is a high probability of compromise of the PHI (breach notification of affected consumer(s) and/or guardian(s) must occur).

Privacy Officer Signature

Date