Always

Always

Yes

No

Yes

**Contain where possible**

No

No

Yes

YesYes

Has there been unauthorised access to personal information, or unauthorised disclosure of personal information, or loss of personal information in circumstances where access to the information is likely to occur?

Is this likely to result in serious harm to any of the individuals to whom the information relates.

Has the entity been able to prevent the likely risk of serious harm with remedial action

No Notification Action Required

Notify all individuals likely at risk of serious harm

AND

Notify the OAIC on the appropriate form
<https://forms.business.gov.au/smartforms/landing.htm?formCode=OAIC-NDB>

The notification to affected individuals and the Commissioner must include the following information:

* the identity and contact details of the organisation
* a description of the data breach
* the kinds of information concerned and;
* recommendations about the steps individuals should take in response to the data breach.