[**Ministerial Public Body**]
[**Mail Code**]
**PO Box 2703, Whitehorse, Yukon Y1A 2C6**

[Date]

[Affected Individual’s Address]

**Notice of Privacy Breach**

On [date], we received notification that a breach to your privacy occurred under the Access to Information and Protection of Privacy (ATIPP) Act, involving unauthorized [use/disclosure] of your personal information.

[Provide high-level summary of breach – how it occurred, what caused the breach, the types of information involved, etc. This section should accurately describe what occurred.]

[Provide explanation for evaluating the risk of significant harm to the individual.]

This breach was reported [how long time elapsed between the occurrence of the breach and when it was reported].

[Provide details of any containment measures taken thus far, whether successfully achieved, partly achieved, or unsuccessful.]

[Provide a high-level summary of mitigation efforts taken thus far and when any future mitigation efforts will be undertaken to reduce future privacy risks.]

Due to the determination that the breach involves a risk of significant harm to your privacy, we are providing notification of this breach to the Office of the Information and Privacy Commissioner for Yukon. You may submit a complaint regarding this breach by contacting:

Yukon Information and Privacy Commissioner
3162 Third Avenue, Main Floor, Whitehorse, YK Y1A 1G3
Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468);
E-mail: info@yukonombudsman.ca

If you have any questions, or wish to discuss this further, you may contact me directly by:

Phone:

E-mail:

Mail: Box 2703, Whitehorse, YT, Y1A 2C6 [Mail Code]

Please accept my deepest regret for the unauthorized [use/disclosure] of your personal information.

Sincerely,

[Name]

Designated Privacy Officer, [Ministerial Public Body]

ATIPP Act: <https://legislation.yukon.ca/acts/atipp_c.pdf>