



Notifiable Data Breaches Response checklist

The Notifiable Data Breaches (NDB) scheme is an amendment to the existing Privacy Act and introduces mandatory data breach notification obligations. Member organisations working under the Privacy Act 1998 (Cth) and the Privacy Code are required to notify any individuals likely to be at risk of **serious harm** by a data breach. AMSRO and the Australian Information Commissioner must also be notified. The following checklist has been developed by AMSRO to assist members with the [NDB process](#). For further assistance please contact AMSRO on (02) 8017 6717 or email amsro@amsro.com.au

		TICK
1	Notify key internal personnel (e.g. privacy officer, General Manager, Managing Director) of the suspected data breach	
2	Contain the suspected (or known) breach where possible	
3	Take remedial action where possible (e.g. take steps to recover lost information before unauthorised access occurs)	
4	Assess whether the data breach is likely to result in serious harm a. Initiate – Investigate – Evaluate	
5	If serious harm is likely: a. Notify individual/s at risk of serious harm b. Inform AMSRO (amsro@amsro.com.au) c. Notify the Australian Information Commissioner (https://forms.uat.business.gov.au/smartforms/landing.htm?formCode=OAIC-NDB)	
6	Review – fully investigate the cause to ensure it doesn't reoccur	
7	Implement prevention mechanism	