Privacy incident first-response record

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Open immediately after suspected loss, misdelivery, unauthorized access, or another privacy or security event.	This does not decide whether an event is a reportable breach or supply required notice language.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Preserve the first report** Record when the event was discovered, by whom, and what was initially known without altering source evidence. **Your record:** _____ **Source:** HHS: Breach Notification Rule
2	**[ ] Contain without destroying evidence** Stop continuing exposure where possible and record each containment action. **Your record:** _____ **Source:** HHS: Security Rule guidance
3	**[ ] Identify information and people** Document the types of information, systems, recipients, and potentially affected individuals. **Your record:** _____ **Source:** HHS: Breach Notification Rule
4	**[ ] Escalate to the right advisors** Record insurer, privacy, legal, vendor, and law-enforcement contacts as appropriate to the facts. **Your record:** _____ **Source:** California Civil Code section 1798.82
5	**[ ] Calendar every possible deadline** Track federal, California, contract, payer, and vendor notice paths until applicability is resolved. **Your record:** _____ **Source:** HHS: Breach Notification Rule

6	**[ ] Document the determination** Preserve the analysis, mitigation, notices or basis for no notice, and corrective actions. **Your record:** _____ **Source:** HHS: Breach Notification Rule

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- HHS: Breach Notification Rule
- HHS: Security Rule guidance
- California Civil Code section 1798.82

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.