E-Safety Incident Log

The purpose of this document is to record any incidence of the Response to Incident Flow Chart (Sward, 2013) being put into use. Any privacy breaches, exposure of personally identifiable information and incidences of inappropriate or illegal activity on school technology should be recorded here. For a more in depth report – please fill out the E-Safety Incident Report form (attached)

Date of incident	Brief description of what happened	Description of information inappropriately accessed, collected, used or disclosed or received	Contact person and info

E-Safety Incident Report

Date of Incident: _____   **Report filled out by:** _____

Description of what happened:

_____
_____
_____
_____

Description of information inappropriately accessed, collected, used or disclosed or received:

_____
_____
_____
_____

Potential risks to the individual caused by this incident:

_____
_____
_____
_____

Potential risks to others caused by this incident:

_____
_____
_____
_____

Steps taken to control or reduce the harm of the incident (list all):

_____
_____
_____
_____

Future steps to prevent reoccurrence (list all):

_____
_____
_____
_____

Steps taken by parents to support resolution (list all):

_____
_____
_____
_____

Contact person at the school: _____

Contact information: _____

Privacy Commissioner contact information shared with: _____teacher _____parent

Superintendent advised? _____yes _____ no because _____