CHECKLIST · RULES & COSTS

Notifiable data breaches: when a small business has to report one

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digitaladvisors.com.au/journal/notifiable-data-breaches-small-business/

- [ ] **Check your coverage.** Run the OAIC's Privacy Checklist for Small Business, then separately check whether you hold staff TFN information or give credit.
- [ ] **Account for TFN records.** Treat a breach of staff TFN information as covered by the scheme, and assess whether it is eligible.
- [ ] **Write a response plan.** Set out who staff tell first, how breaches are contained and assessed, and who contacts affected people.
- [ ] **List your response contacts.** Record details for people such as your IT provider, lawyer or accountant, and insurer, with a backup for each role.
- [ ] **Start a dated assessment record.** Start a dated record the day a breach is suspected and aim to finish the assessment well inside the limit.
- [ ] **Encrypt and enable remote wipe.** Set up laptops and phones so a lost device is less likely to become a notifiable breach.
- [ ] **Draft a notice template.** Prepare wording covering your contact details, what happened, the information involved and steps people should take.
- [ ] **Settle breach duties with providers.** Agree in contracts who assesses, contains and notifies when shared data is breached.

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.