

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 _____