



Australian Government

Office of the Australian Information Commissioner

Our reference: [REDACTED]

Thank you for your statement notifying the Information Commissioner of a data breach.

If you have not done so already, please provide a copy of the notification that you have sent to affected individuals by return email. This will assist our staff when assessing your notification.

If we require any further information, we will be in contact. If we receive a complaint from individuals affected by the incident, we will deal with that complaint on its merits.

#### Further resources

Entities covered by the *Privacy Act 1988* (Cth) have obligations under Australian Privacy Principle (APP) 11 to take reasonable steps to protect the personal information they hold from misuse, interference and loss, and unauthorised access, modification or disclosure. APP 6 also limits the circumstances in which an APP entity is permitted to disclose the personal information it holds. Please visit our website for more information on the [APPs](#).

The OAIC's *Guide to securing personal information* contains information about reasonable steps APP entities should consider taking to protect the personal information as required by APP 11 of the Privacy Act.

You may also find the OAIC's *Data breach preparation and response: a guide to managing data breaches in accordance with the Privacy Act 1988 (Cth)* useful in preparing for and responding to future data breaches.

If the breach you have reported is a cyber-security incident, you could also [report it to the Australian Cyber Security Centre](#) (ACSC). The ACSC can provide advice to organisations that have experienced a data breach, and reports to the ACSC help build the Australian Government's understanding of the cyber threat environment.

Yours sincerely

Office of the Australian Information Commissioner

[date]