<DATE>

Office of the Information and Privacy Commissioner

# 410, 9925 - 109 St NW

Edmonton, Alberta

T5K 2J8

Fax: (780) 422-5682

RE: <CLINIC NAME> – Privacy Breach Management

**OIPC File # -** **Date Accepted -**

<LEAD CUSTODIAN>

Dear Intake Officer:

As the responsible Custodians under the Health Information Act for the above-mentioned clinic, please accept this notification that we have updated our Privacy Breach Management Procedure to reflect the amendment to the HIA (section 60.1) that took effect on August 31, 2018.

If you require further information, please contact <PRIVACY OFFICER> at <PHONE NUMBER> or <EMAIL>.

All other information will remain the same.

Sincerely,

<LEAD CUSTODIAN>

Lead Custodian

<CLINIC NAME>

Enclosures: Breach Management Policy and related attachments