



## CONTROLLED GOODS PROGRAM SECURITY BREACH REPORT

(As per paragraph 10 (h) of the *Controlled Goods Regulations*)

**Protection of Information**

The information you provide on this form is collected under authority of the *Defence Production Act* and the *Controlled Goods Regulations*. Any personal information provided is protected under the *Privacy Act* and will only be used and disclosed in accordance with the *Act*.

A – IDENTIFICATION			
<b>Legal Name of Business</b>			
<b>Address (Head Office)</b>			<b>CGP Registration No.</b>
B – REPORTED BY			
<b>Surname</b>	<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>
<b>Email</b>			<b>Date (YYYY-MM-DD)</b>
C – BREACH REPORTING			
<b>Type of Breach:</b> (See instructions)			
<b>Date of Breach</b> (YYYY-MM-DD)		<b>Time</b>	
<b>Location of the Breach</b>			
<b>Controlled Goods Involved</b>			<b>DPA Schedule Reference</b> (Group and Item Number)
<b>Owner of the Controlled Goods</b>			<b>Contacted</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Person Contacted</b>			
<b>Surname</b>	<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>
Criminal Activity Report			
<b>Nature of Breach</b> (Unlawful entry, theft, etc.)			<b>Police Contacted</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Name Police Agency</b>	<b>Police File No.</b>	<b>Name of Investigator</b>	

Ce formulaire est aussi disponible en français.



**D – SUMMARY OF THE SECURITY BREACH (Please use a separate sheet if necessary)**

[Empty space for summary of security breach]

**E – ACTION OR CORRECTIVE MEASURES UNDERTAKEN**

[Empty space for action or corrective measures undertaken]



## Instructions for Completing the Security Breach Form

### General

If completing the form by hand, use a black pen and print as clearly as possible.

Please ensure the form is legible and complete to prevent processing delays and minimize misinformation.

If you require assistance, complete as much of the form as possible and have a list of your questions ready when contacting the Client Service Centre.

If a section does not apply, indicate **N/A** (not applicable).

### Section A – IDENTIFICATION

Identify your organization as the one reporting the security breach. Please ensure that you provide the complete legal name of your organization, the address of your head office and your CGP Registration Number.

### Section B – REPORTED BY

This section refers to the person reporting the security breach to the CGP. Please provide the full name, title, a telephone number where this person can be reached during normal business hours, an email address and the date and time the individual first contacted the CGP.

### Section C – BREACH REPORTING

In this section you must provide as much information as possible and available to assist CGP personnel in determining the nature of the breach, assessing the corrective measures and determining if further action is required.

#### Type of Breach

Security breaches are categorized as the unauthorized examination, possession or transfer of controlled goods.

The following are examples of security breaches:

- Loss of a controlled good (known theft or disappearance)
- Unauthorized access to a controlled good (by anyone, including employees)
- Appearance of willful damage to a controlled good
- Appearance of willful tampering of a controlled good
- Witnessing an unauthorized person examining controlled goods
- Transfer of a controlled good to an unauthorized person

**Date of Breach and Time:** Report the date and time of the security breach based on the best information available, and not the date it came to your attention.

**Location of the Breach:** Report the actual location or address where the breach took place. Example: If an item was stolen from a personal vehicle, enter the address where the vehicle



was parked at the time of the theft.

**Controlled Goods Involved:** Describe in specific detail which controlled goods were involved in the breach.

This step is particularly important as it will eventually be a determining factor in evaluating the risk.

**DPA Schedule Reference:** Refer to section 35 of the Schedule to the *Defence Production Act* to reference the controlled goods group and item number in question.

**Owner of the Controlled Goods:** You must specify who owns the controlled goods and provide information if the security breach involves controlled goods that belong to another business (e.g. Business name). If this is the case, you must check the box to confirm you have contacted this company and record to whom you spoke.

**Criminal Activity Report:** If the security breach involved a criminal activity such as theft or unlawful entry, contact the local police authority and file an appropriate report. In this section, please provide any relevant information on contact with the local police authority regarding the incident. If a police report is available, you can submit a copy along with the completed Security Breach Report.

#### **Section D – SUMMARY OF SECURITY BREACH**

You must provide a brief explanation of the circumstances of the security breach. This section is best completed by or with the collaboration of the person who was involved in the incident.

#### **Section E – ACTION OR CORRECTIVE MEASURES UNDERTAKEN**

In this section you should review the organization’s security plan and identify any weaknesses that may have contributed to the security breach. After identifying the weaknesses and any possible threats, they should be evaluated to determine their potential for reoccurrence. This evaluation will help determine whether or not further protective security measures are required or justified. A brief explanation must be provided to identify the measures that will be corrected or modified in the security plan.