|  |  |
| --- | --- |
| officeName  officeAddressLine1  officeAddressLine2  officeAddressLine3  officeAddressLine4 | **Protected B**  phoneNumEnquiries (Enquiries)  phoneNumTTY (TTY)  phoneNumINTL (International only) |

|  |  |
| --- | --- |
| personName | currentDate |
| addressLine1 |  |
| addressLine2 |  |
| addressLine3 |  |
| addressLine4 |  |

Dear personName ,

This is to inform you that some of your personal information was inadvertently disclosed to another individual.

This occurred because Click or tap here to enter text. Once we became aware of this incident, immediate steps were taken to safeguard the information.

We are pleased to advise you that the information has been retrieved and the necessary changes have been made to your file. We are analyzing this incident in an effort to avoid such an occurrence in the future.

The protection and security of personal information is a priority for the Government of Canada. Notwithstanding this incident, we have strict safeguards in place to protect the confidentiality and security of personal information.

The information that follows is a series of steps that you may wish to consider taking to continue to safeguard your personal information.

**A. Bank Statements/Canadian Credit Reporting Agencies**

It is always a good idea to check your bank statements. You may contact your bank concerning protecting your bank account. You may also contact a Canadian credit reporting agency to monitor your credit rating. Canada’s major credit reporting agencies are Equifax and TransUnion. Their numbers are:

|  |  |
| --- | --- |
|  | Equifax: 1-800-465-7166 |
|  | TransUnion: 1-800-663-9980 (for residents of Quebec: 1-877-713-3393) |

You can ask that a copy of your credit report be mailed to you, a service offered for free once per year.

**B. Protecting your Social Insurance Number and related personal information**

You will find additional information on how to protect your Social Insurance Number at the following address:

[www.servicecanada.gc.ca/eng/sin/fraud/fraud.shtml](https://www.servicecanada.gc.ca/eng/sin/fraud/fraud.shtml)

**C. Office of the Privacy Commissioner of Canada**

You are entitled to file a complaint to the Privacy Commissioner of Canada. The address is:

Office of the Privacy Commissioner of Canada

30 Victoria Street, 1st Floor

Gatineau Quebec K1A 1H3

[www.priv.gc.ca](https://www.priv.gc.ca/)

Yours sincerely,

Sample Benefit Commission