



# CONTROLLED GOODS PROGRAM SECURITY BREACH REPORT

(As per paragraph 10 (h) of the *Controlled Goods Regulations* security breaches must be reported within three days after the day of discovery)

### 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

Use "NA: if not applicable, as scenarios vary. **DO NOT** leave any table cells blank.

Fields marked with \* are mandatory.

<b>A - Identification</b>
<b>Legal name of business subject to the security breach *</b>

<b>Head office civic address *</b>	<b>Controlled Goods Program Registration Number</b>
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<b>B - Reported by</b>			
<b>Surname *</b>	<b>Given name *</b>	<b>Title *</b>	<b>Telephone *</b>

<b>E-mail</b>	<b>Date (year-month-day) *</b>
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<b>C - Breach reporting</b>	
<b>Type of Breach:</b> (Choose all that apply)	
<p>Loss of controlled goods</p> <p>Theft of controlled goods</p> <p>Unauthorized access</p> <p>Willful damage to a controlled good</p> <p>Willful tempering of a controlled good</p> <p>Transfer of a controlled goods to an unauthorized person</p> <p>Computer hacking or cyber attack</p> <p>Other _____</p>	
<b>Date and time the breach occurred</b>	
<b>Date (year-month-day) *</b>	<b>Time (00:00)</b>
<b>Location the breach occurred *</b>	



### CONTROLLED GOODS PROGRAM SECURITY BREACH REPORT

**Description of the controlled goods involved**

Refer to the [guide to the Schedule to the Defence Production Act 1](#) to populate the first two columns of the table below. Refer to the [United States Munitions List—part 121 of the United States International Traffic in Arms Regulations](#) (ITAR) to populate the last two columns of the table below, listing the category number to its greatest extent.

Use "N/A" if not applicable, as scenarios vary. **DO NOT** leave any table cells blank.

Schedule/ Export Control List (ECL) number	Schedule Control Text Description of Controlled Goods	Controlled under ITAR?		USML Category Number
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

**Owner(s) of the controlled goods** (If more than one owner, enter details in section D) \*

**Person contacted** Yes No  
(If you are not the owner, check the box to confirm that you have contacted the owner and complete following information. If more than one person contacted, enter details in section D)

Surname	Given name	Title	Telephone Number
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**Criminal activity report**  
(Attach police report if available)

**Nature of crime** (Choose all that apply)

- Unlawful entry
- Theft
- Hacking
- Other \_\_\_\_\_

**Police contacted** Yes No

Name of police agency	Police file number	Name of investigator
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1. Note that the Schedule will take precedence where there is a discrepancy between the Schedule and the guide to the Schedule.



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**D – Summary of the security breach** (Please use a separate sheet if necessary) \*

**E – Action or corrective measures undertaken**

Provide a brief explanation to identify the corrective measures to prevent reoccurrence. \*

### Contact the Controlled Goods Program

Find out how to contact the Controlled Goods Program to make general enquiries, submit forms and registration documents.

#### *For general enquiries*

##### **Telephone**

Toll-free number: 1-866-368-4646

National Capital Region: 613-948-4176

Call us Monday to Friday, 9:00 am to 5:00 pm Eastern Time. Services are available in English and French.

##### **Email**

[DMC-CGD@tpsgc-pwgsc.gc.ca](mailto:DMC-CGD@tpsgc-pwgsc.gc.ca)

#### *To submit forms and registration documents*

All registration documents, such as forms and security assessments, should be printed and sent to the Controlled Goods Program by fax, mail or courier.

To avoid any delay in processing your request, ensure to indicate the exact address below.



## **CONTROLLED GOODS PROGRAM SECURITY BREACH REPORT**

### **Fax**

613-948-1722

### **Mail and courier**

Controlled Goods Program  
Public Services and Procurement Canada  
3rd floor  
2745 Iris St  
c/o PSPC Central Mail Room  
Portage III, 0B3  
11 Laurier St  
Gatineau QC K1A 0S5