

# 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)

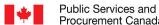
#### **Protection of Information**

The information you provide on this form is collected under authority of the <u>Defence Production Act</u> and the <u>Controlled Goods</u> <u>Regulations.</u> Any personal information provided is protected under the <u>Privacy Act</u> 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.

A - Identification					
Legal name of business subject to the security breach *					
Head office civic address *			Controlled Goods Program Registration Number		
B - Reported by					
Surname *	Given name *	Title *	Telephone *		
E-mail			Date (year-month-day) *		
			•		
C - Breach reporting					
Type of Breach: (Choose all	that apply)				
Loss of controlled goods					
Theft of controlled goods					
Unauthorized access					
Willful damage to a controlled good					
Willful tempering of a controlled good					
Transfer of a controlled goods to an unauthorized person					
Computer hacking or cyber attack					
Other					
Date and time the breach occurred					
Date (year-month-day) *		Time (00:00)			
Location the breach occurred *					





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### 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	

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		

Criminal activity report (Attach police report if available)					
Nature of crime (Choose all that apply)					
Unlawful entry					
Theft	Theft				
Hacking	Hacking				
Other					
Police contacted Yes No					
Name of police agency	Police file number	Name of investigator			

<sup>1.</sup> 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

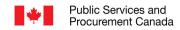
DMC-CGD@tpsqc-pwqsc.qc.ca

### 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

