

How to Register and Submit Your Annual Health Information Breach Statistics

Are you a health information custodian?

You may have to submit a health privacy breach statistics report to the IPC by March 1, 2019.

Health information custodians who have experienced health privacy breaches *must submit* a health privacy breach statistics report.

Health information custodians *who are also FIPPA/MFIPPA institutions* must submit a health privacy breach statistics report *whether or not* they have experienced health breaches.

Health information custodians who experienced 0 (zero) breaches do not have to submit a health privacy breach statistics report.

1. You will need a login ID for the Online Statistical Reporting System. If you do not have one, or have lost or forgotten it, you can get one by emailing the IPC at statistics.ipc@ipc.on.ca.
2. When requesting a login ID, you will need to provide:
 - name of your HIC
 - name and email of the person responsible for the content of the report
 - name, email, telephone and fax numbers and the mailing address of the person responsible for completing the report
3. Once you have your login ID, sign in to <https://statistics.ipc.on.ca> and create a password. If you ever lose or forget your password, you can reset it on the login page.
4. Once you are logged in, you can begin completing the questionnaire.
 - If it is your first time, we recommend you use the workbook to help you fill in the questionnaire.
 - You do not have to complete it all in one session. You can log off at any time and log back in to where you left it.
 - When you are finished, you will have the opportunity to review and make corrections before submitting your report.
 - You may log back in at any time before the deadline to make corrections.
 - You will not be able to log in after the deadline has passed.

Do not fax or mail copies of the workbook and guide. You **must** submit your statistical report through the online questionnaire at, <https://statistics.ipc.on.ca>

For more information, please read our FAQs (link). If you don't find answers to your questions, or need assistance in completing or submitting the questionnaire, you can contact us at, statistics.ipc@ipc.on.ca or 416-326-3333. Toll-free 1-800-387-0073.