

How to Register and Submit Your Annual Health Information Breach Statistics

Are you a health information custodian?¹

You may have to submit a health privacy breach statistics report to the IPC by March 1 of each year.

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 health information custodian
 - 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](#). 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.

¹ Note for coroners to whom Ontario Health provides personal health information that is accessible by means of the electronic health record: the requirement to submit a health privacy breach statistics report applies, with any necessary modification, to such coroners as if they were health information custodians.