

# 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](mailto: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](#). If you don't find answers to your questions, or need assistance in completing or submitting the questionnaire, you can contact us at, [statistcs.ipc@ipc.on.ca](mailto:statistcs.ipc@ipc.on.ca) or 416-326-3333. Toll-free 1-800-387-0073.