

CHECKLIST · RULES & COSTS

Notifiable data breaches: when a small business has to report one

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- ☐ **Check your coverage.** Run the OAIC's Privacy Checklist for Small Business, then separately check whether you hold staff TFN information or give credit.
 - ☐ **Account for TFN records.** Treat a breach of staff TFN information as covered by the scheme, and assess whether it is eligible.
 - ☐ **Write a response plan.** Set out who staff tell first, how breaches are contained and assessed, and who contacts affected people.
 - ☐ **List your response contacts.** Record details for people such as your IT provider, lawyer or accountant, and insurer, with a backup for each role.
 - ☐ **Start a dated assessment record.** Start a dated record the day a breach is suspected and aim to finish the assessment well inside the limit.
 - ☐ **Encrypt and enable remote wipe.** Set up laptops and phones so a lost device is less likely to become a notifiable breach.
 - ☐ **Draft a notice template.** Prepare wording covering your contact details, what happened, the information involved and steps people should take.
 - ☐ **Settle breach duties with providers.** Agree in contracts who assesses, contains and notifies when shared data is breached.
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