

July 9, 2025

Sunbeam Developmental Resource Centre
205-1120 Victoria St. N.
Kitchener, ON N2C 2H6

Notice of Privacy Incident

It has come to our attention that during the period April 1, 2025 to the date of this notice, some documents containing client information which were to have been securely destroyed may have been improperly disposed of at the above noted service location.

At this time, there is no indication that any personal information has been improperly accessed as a result of this occurrence. However, in the interest of transparency and accountability, we are posting this notice to keep our clients and community partners informed.

Please be advised that effective immediately, our secure destruction process has been rectified going forward.

Sunbeam has reported this situation to the Information and Privacy Commissioner (IPC) of Ontario as soon as it was deemed to be an actual or potential breach. Sunbeam is committed to working with the IPC to ensure that our response plan satisfactorily meets the appropriate requirements.

If you have concerns that your information may have been at risk, please contact Sunbeam's Continuous Quality Assurance team at cqa@sunbeamcommunity.ca.

The IPC of Ontario is responsible for making sure that privacy law is followed in Ontario. For more information about your privacy rights, or if you are unable to resolve an issue directly with Sunbeam and wish to make a complaint, contact:

Information and Privacy Commissioner of Ontario
2 Bloor Street East, Suite 1400
Toronto, ON M4W 1A8
Email: info@ipc.on.ca
Toll Free: 1-800-387-0073
TDD/TTY: 416-325-7539