

# Cyber Security Incident Report

**Date:** [Insert Date]

**Reported By:** [Insert Name]

**Department:** [Insert Department]

**Contact Information:** [Insert Email and Phone Number]

## Incident Overview

**Incident Type:** [e.g., Malware, Phishing, Data Breach]

**Incident Description:** [Provide a detailed description of the incident]

## Incident Impact

**Affected Systems:** [List affected systems]

**Data Compromised:** [Detail any data that was compromised]

## Immediate Actions Taken

[List actions taken immediately following the incident]

## Recommended Further Actions

[Provide recommendations for additional steps]

## Follow-up

**Follow-up Date:** [Insert Date]

**Follow-up Actions:** [Describe any follow-up actions planned]

## Signature

[Name]

[Position]