

Incident Report

Date of Report: [Date]

Report Prepared By: [Your Name]

Department: [Your Department]

Incident Details

Date of Incident: [Incident Date]

Time of Incident: [Incident Time]

Location: [Location of Incident]

Description of Incident

[Brief description of the security breach, including what happened, how it was discovered, and immediate response actions taken]

Impact Assessment

[Description of the impact caused by the breach, including any compromised data, systems affected, and potential risks]

Actions Taken

[List of actions taken immediately following the incident, such as notifying IT, securing affected systems, etc.]

Recommendations

[Any recommendations for preventing future incidents or improving security protocols]

Conclusion

[Summary of the incident and any final thoughts]

Attachments

[List of any supporting documents, logs, or evidence related to the incident]

Signature: _____

Date: _____