

Data Breach/Incident Report Form

Reference #:	Service Affected:
Criticality (H/M/L):	
Description of Incident – including impact (who was affected, what systems were affected, scale of impact):	
Timeline of Events – include all relevant events and meetings to resolve issues:	
Investigation of Incident – include findings and results of the investigation:	
Resolution and Conclusions:	
Recommendations/Lessons learned:	
In the event of any reoccurrence, what action can staff take to reduce the impact:	
Report completed by:	
Date:	