

# Security Breach Incident Report

## Incident Identification

Date of Incident

Time of Incident

Location

Reported by

Department

## Incident Description

Description of the incident

How was the incident detected?

## Impact Assessment

Systems/data affected

Number of individuals affected

Type of data compromised

# Actions Taken

Immediate actions taken

Notifications made (internal/external)

# Follow up & Recommendations

Root Cause

Recommendations/Preventive Measures