

Data Breach Incident Communication Report

Incident Summary

Date of Report

Reported By

Date/Time of Incident

Location/Systems Affected

Incident Details

Description of Incident

Type of Data Breached

Number of Individuals Affected

Detection and Response

How Incident Was Detected

Immediate Actions Taken

Stakeholder Communication

Notified Parties

Communication Method(s)

Summary of Notification Messages

Next Steps & Recommendations

Follow-up Actions

Recommendations for Prevention