

Data Privacy Incident Activation Sheet

Incident Identification

Incident ID

Date Detected

Time Detected

Reported By

Department/Team

Method of Detection

Incident Description

Summary of Incident

Region/Location Affected

Data/Info Impacted

Initial Actions & Notifications

Action/Notification	Person Responsible	Date	Time	Status

Assessment

Severity Level

Assessment (Initial Analysis, Impact, Containment proposals, etc.)

Incident Response Team Activation

Name	Role	Contact Info	Activation Time

Notes / Other Relevant Information