

Small Business Data Breach Response Template

1. Breach Identification

Date and Time of Discovery:

Description of Breach:

How was the breach discovered?

2. Initial Assessment

Breach Scope (types of data affected):

Systems or Applications Involved:

Estimated Number of Individuals Affected:

3. Containment Actions

1. Secure affected systems
2. Disable unauthorized access
3. Preserve evidence
4. Other actions:

4. Notification Procedures

Internal stakeholders notified (names/roles):

External notifications required?

Date and method of notification:

5. Communication Plan

Key messages to affected individuals:

Communication channels to be used:

6. Investigation Details

Investigative actions taken:

Findings and root cause:

7. Recovery Actions

Steps taken to remediate breach:

Security improvements implemented:

8. Post-Incident Review

Lessons learned:

Policy/procedure changes required:

Incident Log

Date/Time	Action Taken	Person Responsible

