

Insider Threat Incident Documentation

Incident Details

Incident Title

Date & Time of Incident

Location

Person(s) Involved

Name(s)

Role/Position

Department/Team

Incident Description

Description

Indicators & Evidence

Indicators Observed

Supporting Evidence

Impact Assessment

Business Impact

Data Affected

Actions Taken

Immediate Actions

Further Steps / Recommendations

Reporting & Reference

Reported By

Date of Report

Reference Number / Case ID