

# Data Breach Incident Report

## 1. Reporter Information

Full Name

Department/Role

Contact Information

Date of Report

## 2. Incident Details

Date & Time Discovered

Date & Time Occurred (if known)

Location/Systems Involved

Description of the Incident

## 3. Data Compromised

Type of Data Exposed

Estimated Number of Individuals Affected

Categories of Affected Individuals

## 4. Detection & Response

How Was the Breach Discovered?

Immediate Actions Taken

## 5. Impact Assessment

Potential Impact/Consequences

Other Organizations/Authorities Notified

## 6. Additional Information

Supporting Documents/Files

Choose File

No file selected

Other Comments