Insider Threat Detection Report

1. Report Summary

Report Date:

Prepared By:

Department/Team:

2. Incident Overview

Incident Title:

Detection Date & Time:

Location / System Affected:

Description of Incident:

3. Indicators of Insider Threat

Observed Indicators:

4. Detection Details

Detection Method/Tool:

Detection Timeline:

5. Involved Individuals

Name	Role/Position	User ID	Department

6. Actions Taken

Immediate Actions:

Further Investigation Steps:

7. Recommendations

8. Appendices / Attachments