# Data Security Investigation Report

## 1. Basic Information

Report Date:



Report Reference No.:



Investigator Name(s):



Department / Team:



## 2. Description of the Incident



## 3. Discovery Details

Date & Time of Discovery:



How was the incident discovered?



## 4. Impact Assessment

Type of Data Affected:



Systems/Locations Involved:



Number of Records/Users Affected:



## 5. Actions Taken

Immediate Actions:

Long-term Mitigation:

## 6. Conclusions & Recommendations

## 7. Additional Notes

Investigator's Signature

Date

Supervisor's Signature

Date