

Data Breach Investigation Report

Report Number:

Date of Report:

Prepared By:

Department:

1. Summary of Incident

Date and Time Breach Was Discovered:

Date and Time Breach Occurred (if known):

Breach Location / System Affected:

Brief Description of the Breach:

2. Type and Scope of Data Involved

Data Type	Details	Estimated Number of Records

3. Discovery and Notification

How was the breach detected?

Who reported/discovered the breach?

Internal and External Parties Notified:

4. Investigation

Investigation Process and Actions Taken:

Timeline of Key Events:

5. Potential Impact

Individuals or Groups Affected:

Potential Consequences:

6. Remedial Actions

Immediate Containment Measures:

Long-term Preventive Actions:

7. Compliance & Legal

Applicable Laws / Regulations:

Official Notification(s) Issued (e.g. Regulators, Customers):

Other Compliance Actions Taken:

8. Appendix

Supporting Evidence / Documentation:

Reviewed and Approved By:

Date:
