

Blank Data Breach Incident Report Template

1. Incident Details

Date of Report

Report Prepared By

Date/Time of Incident

Location of Incident

Type of Breach

e.g. unauthorized access, loss of device

Systems/Applications Affected

Brief Description of Incident

2. Data Affected

Categories of Personal Data Involved

Number of Data Subjects Affected

Sensitivity of Data

e.g. special category, financial, health

3. Detection and Response

How was the Incident Discovered?

Date/Time Incident Discovered

Immediate Actions Taken

Containment Measures

4. Notification

Relevant Authorities Notified?

Data Subjects Notified?

Other Parties Notified?

5. Investigation & Lessons Learned

Investigation Summary

Root Cause Analysis

Actions to Prevent Recurrence