

Information Security Incident Report

1. Reporter Details

Name

Department

Contact Information

Date of Report

2. Incident Details

Date & Time of Incident

Location/Systems Involved

Type of Incident

Description of Incident

How was the incident detected?

3. Impact Assessment

Describe any impacts (data, services, business, etc.)

Affected Parties (users, clients, etc.)

4. Actions Taken

Describe immediate actions taken to contain or resolve the incident

Authorities/Supervisors Notified

Further Actions Required/Planned

5. Timeline (if applicable)

Date & Time	Event/Action	Responsible

6. Additional Notes

Reporter Signature

Date