

# 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