# Security Breach Incident Report

## Report Details

Report Date

Report Time

Reported By

Full Name / Position

Contact Information

Email or Phone Number

## Incident Overview

Incident Date

Incident Time

Location

Location of Incident

Incident Description

Describe what happened...

## Incident Details

Type of Breach

e.g. Unauthorized Access, Data Leak

Systems/Assets Affected

```
List systems, data, or assets involved
```

How Incident Was Detected

```
E.g. by employee, monitoring tool
```

## Immediate Actions Taken

```
List all actions taken upon discovery
```

## Additional Notes / Comments

```
Add any other relevant information...
```

## Reported To

Name(s) / Department(s) Notified

```
Names or departments
```

Notification Time