

Unauthorized Access Incident Report

Report Information

Report Date:

Reported By (Name/Title):

Department/Team:

Incident Details

Date & Time of Incident:

Location:

Systems or Data Affected:

Description of Unauthorized Access:

How was the Incident Detected?

Individuals Involved (if known):

Immediate Actions Taken

Actions Performed:

Notifications Made (e.g., IT, Security):

Additional Notes:

For Official Use Only

Reviewed By:

Date Reviewed:

Comments / Actions Taken:
