

# Unauthorized Access Incident Report

## Report Information

Report Date:

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Reported By (Name/Title):

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Department/Team:

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## Incident Details

Date & Time of Incident:

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Location:

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Systems or Data Affected:

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Description of Unauthorized Access:

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How was the Incident Detected?

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Individuals Involved (if known):

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## Immediate Actions Taken

Actions Performed:

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

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Additional Notes:

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## For Official Use Only

Reviewed By:

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Date Reviewed:

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Comments / Actions Taken:

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