**Data Security And Protection (DSP) Incident Reporting Form**

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| **Department Responsible:** | | **Information Asset Owner/IG Lead informed (Y/N):**  **Name of IAO/IG Lead:** |
| **Name of Reporter:** | | **Contact details - Email/Tel:** |
| **Date, time and location of incident:**   * ... | | |
| **The type(s) of data involved, format and sensitivity:**   * ... | | |
| **Description of what happened**  ***Summary:***   * ...   ***Chronology of events:***   * Day DD Month YYYY   @ HH:MM  @ HH:MM   * Day DD Month YYYY   @ HH:MM  @ HH:MM | | |
| **Immediate action taken:**   * ... | | |
| **Further containment actions advised:**   * **...** | | |
| **Governing controls, policies and procedures:**   * ... | | |
| **Lessons Learned:** | | |
| **Action Plan:**   1. ... (Responsible Team) – target deadline: Day DD Month YYYY | | |
| **INTERNAL USE ONLY** | | |
| **Incident Reference Number:** | | |
| **Severity: LOW/MEDIUM/HIGH** | | |
| **Status: LIVE/CONTAINED/CLOSED** | | |
| **Incident logged in Security Incident Register (Y/N):**  **SIRO informed (Y/N):** | | |
| **Does the Info Risk Register need updating (Y/N):**  **Does the President / CEO need to be informed(Y/N):** | **External/internal communication required (Y/N):**  **Details if applicable:** | |
| **Incident closed (Y/N): N** | **Date closed:** | |

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