**Security Incident Reporting Form**

**Date of Report:** January 13, 2021

*Employee Details*

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Incident Details*

**Date & Time of Incident (Initial Detection in Log File):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Incident:**

Malware / Data Breach / Phishing / Physical Security Breach / Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of 5 systems, IP addresses or other components involved:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How was the incident detected? (Text only)**

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**What are your immediate recommendations for handling this incident?**

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**What would you recommend in order to detect this vulnerability/breach faster next time?**

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**What are your long-term recommendations for mitigating the vulnerability/breach?**

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**Which corporate functions should be informed of this incident? (At least 3)**

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**Add any supporting information here (log files, pictures, screenshots, videos, etc.)**

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