

## Case Title

### I) Please provide details of the incident:

Date of incident occurrence:

Date of self-discovery / notification to organisation:

How was the incident discovered and/or how were we notified of the incident?

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Date of data breach confirmed: (to be completed by Data Risk / Privacy Compliance)

The table below provides the chronology of the event:


### II) What was the cause/suspected cause of the incident (including any key control deficiencies)? (Human / System / Other)

- Root cause category: Human / System / Cyber / Theft / Others
- Root cause analysis:
- Key control deficiencies:

### III) Expected impact of the incident (Please complete the appropriate sub-sections where appropriate)

#### (A) Personal Data (Please tick where applicable) ☐

- What is the number of individuals impacted?
- What personal data was impacted (state number of occurrence for each data field)?
- What other organization was impacted?

#### (B) Critical (non-personal) Data (Please tick where applicable) ☐

- What critical data was impacted?
- What other organization was impacted?

**IV) What immediate action was taken to minimize the impact for this incident (action taken for recovery)?**

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**V) What were the actions taken to ensure no repeat of this incident (Controls implemented to prevent future occurrences)?**

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**VI) MetricStream Loss Event ID (mandatory)**

- ILS

**VII) MetricStream Issue ID (where applicable)**

- ISS