| **REPORT A SIGNIFICANT SECURITY INCIDENT** TO DEPARTMENT OF HOME AFFAIRS | | | | |
| --- | --- | --- | --- | --- |
| *PSPF Policy 5: Reporting on Security Supporting Requirement 2: Each entity must report any significant or reportable security incidents at the time they occur to: the relevant authority (as detailed in Table 3), other affected entities, and the Department of Home Affairs.*  *Entities are encouraged to report significant security incidents to the Department of Home Affairs through the PSPF Reporting Portal, otherwise complete this form and email to* [*PSPF@homeaffairs.gov.au*](mailto:PSPF@homeaffairs.gov.au)*.* | | | | |
| **Government type:**  (as defined in [PGPA Act](https://www.finance.gov.au/resource-management/governance/)) | Non-corporate Commonwealth entity (NCCE)  Corporate Commonwealth entity (CCE)  Commonwealth company (CC)  Government Business Enterprise (GBE) | | | |
| **Entity name:** |  | | | |
| **Given name:** |  | | | |
| **Surname:** |  | | | |
| **Position:** |  | | | |
| **Phone:** |  | | | |
| **Mobile:** |  | | | |
| **Email:** |  | | | |
| **Type of incident** (select all that apply) | Governance  Information security  Cyber/ICT security  Personnel security  Physical security | | | |
| **Incident details:**  Please provide a brief summary of the incident including any implications for your implementation of the PSPF requirements. |  | | | |
| **Date of incident:** |  | | | |
| **Has the incident been resolved?** | Yes | | No | |
| **Comments:** | | | |
| **Has the matter been reported to your Chief Security Officer (CSO)** | Yes | No | | I am the CSO |
| **Has the matter been reported to law enforcement?** | Yes | | No | |

| **Has the matter been reported to a relevant authority?** (as outlined in [PSPF Policy 5, Requirement 2 and Table 3](https://www.protectivesecurity.gov.au/system/files/2023-08/policy-5-reporting-on-security-pspf.pdf)) | Yes Please select all that apply: | No |
| --- | --- | --- |
| Australian Security Intelligence Organisation (ASIO)  Australian Security Intelligence Organisation T4  Australian Cyber Security Centre (ACSC)/Australian Signals Directorate (ASD)  Office of the Australian Information Commissioner (OAIC) – Notifiable data breach  Department of the Prime Minister and Cabinet  Australian Government Contact Reporting Scheme  Australian Government Security Vetting Agency  Australian Government Crisis Coordination Centre  Australian Government Security Vetting Agency  Security Construction and Equipment Committee  Other: (please advise) | |
| **Has the matter been reported to affected entity?** | Yes | No |
| **Was the incident made public (media coverage)** | Yes | No |
| **Have you (or will you) need to amend any of your procedures or practices following the incident?** | Yes | No |
| **Were there any learnings from the incident? If so, provide summary.** |  |  |

## Submitting your report

Please send the completed form to [PSPF@homeaffairs.gov.au](mailto:PSPF@homeaffairs.gov.au).

If the completed form is classified SECRET or above, please contact the PSPF Hotline on   
**(02) 5127 9999** for advice on submitting.