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| **Incident Response Form**  *Document of Record for an observed incident* | | | |
| **Observers Name** |  | **Date of Incident** |  |
| **Reported To** |  | **Date of Report** |  |
| **Workforce members involved** |  | | |

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| **Incident Report Detail -** *The Incident Report Form is the document of record for an incident. It provides the evidence and documentation that proper investigation and actions were taken. As well as the assessment of the risk and impact of the incident.* | | |
| **Type of Incident** | | **Description of the incident in as much detail as possible** |
|  | Malicious Software |  |
|  | Employee Wrongdoing |
|  | Customer/User Wrongdoing |
|  | BA/Subcontractor Wrongdoing |
|  | Theft |
|  | Potential Breach |
|  | Vulnerability / Finding |
|  | Other |
| **Severity of Incident** | | **1 *– Critical****:* “Breach of Confident Information or prolonged disturbance to critical system or application.”  **2 *– High***: “Incident had an adverse impact on an important system and was not caught in time to prevent said impact.”  **3 *– Medium***: “This incident had an impact but it was caught before any significant damage was done. Medium to little impact on critical system or process.”  **4 *– Low***: “This incident did not impact or impacted only slightly any system.” |
| **Systems impacted (if any)** | |  |
| **Any steps taken to mitigate or fix incident/vulnerability:**  Yes  No | |  |

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| **Incident Reporting Provenance** | | | |
| **Incident History** |  | Incident Investigated | Date: |
|  | Incident Resolved | Date: |
| **Privacy Officer Reviewed and Approved** |  | | Date: |
| **Security Officer Reviewed and Approved** |  | | Date: |
| **Chief Executive Officer Reviewed and Approved** |  | | Date: |