



# Trustworthy Research Environment Incident Investigation Report

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This form is to be completed by the Information Security Manager (or a deputy appointed by them) detailing the outcome of an investigation into a reported information security incident. The completed form will be submitted for consideration by TRE ISMS Board.

**Preliminary findings. This information will be needed by the Information Governance Office and will inform the more detailed Incident Investigation Report (see next page).**

Nature of the information e.g. personal data or commercially sensitive information

Data/volumes/emails/files involved

Are university data held outside the TRE also involved? **Yes/No**

If yes, please give details

Description of events and timings

Who has been informed about the incident?

## Incident Investigation Report

To be completed with details following an investigation and submitted for discussion at the next ISMS Board Meeting.

Status of investigation: ongoing/complete

Date and time of incident

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Person(s) and organisations involved with the incident

Name	Institution/ organisation

Project(s) involved

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Other user(s) on the project not listed above

Name	Institution/ organisation

Data affected by the incident

Data affected	Provider of these data

Nature of the incident, including other systems that may be affected

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Input from other stakeholders

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**Risk to confidentiality**

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**Assessment of intentionality of the user(s)**

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**Recommended sanctions for users**

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**Lessons learned and other recommendations e.g. changes to TRE SOPs**

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**Date final report presented to ISMS Board**

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