**Government Data Incident Reporting Form**

Note:

* This form is to report a data incident involving government data or government agencies
* This form may take 10 minutes to complete.
* Fields with \* are compulsory.
* If you have any enquiries or need assistance, please contact the

Government Data Security Contact Centre at +65 6383 0117

Operation Hours: Monday - Thursday from 8.30am-6pm,

Friday from 8.30am-5.30pm,

Closed on Weekends & Public Holidays

* Please email the completed form to [Report\_Data\_Incident@tech.gov.sg](mailto:Report_Data_Incident@tech.gov.sg)

**Your Contact Details**

1. Name (in full)\* Click or tap here to enter text.
2. Email Address\* Click or tap here to enter text.
3. Contact Number\* Click or tap here to enter text.
4. Preferred mode of contact\* Choose an item.

**Details of Incident**

1. Date of incident discovery\* Click or tap to enter a date.
2. Time of incident discovery (*please provide time in 24-hour format, HH:MM)*

Click or tap here to enter text.

1. Possible cause(s) of the data incident\*

Human error (e.g. A public officer gave me data that was not intended for me)

Process error (e.g. I received an email or a letter from government agency that was not intended for me)

Technical Error (e.g. I was able to view another person’s data on a government website)

Loss of Equipment (e.g. I found government-issued equipment such as laptop or thumb-drive)

Theft of information (e.g. Government data was stolen or held ransom

Others Click or tap here to enter text.

1. Please provide a brief summary of the incident\* *(Please state when and where the data incident occurred and how you detected it and the steps you took after you detected the data incident.)*

Click or tap here to enter text.

1. Please state the government agency involved in the incident.

Click or tap here to enter text.

1. Please state the government system(s) involved, if applicable.

Click or tap here to enter text.

**Details of Affected Data**

1. Type(s) of Data Involved\**(Select the options applicable)*
   1. Contact Information:

Name  Address  Email Address  Telephone/Mobile Number

* 1. Identification Information:

NRIC/FIN  Passport Number  Photograph  Data of Birth

* 1. Additional Information:

Health Information  Financial Information  Transaction Information

* 1. Others Click or tap here to enter text.

1. Number of records in the affected data. Click or tap here to enter text.
2. Affected parties\* Choose an item.

**Additional Information**

1. Has the affected government agency or anyone contacted you about the incident?\*

Choose an item.

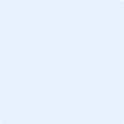
* 1. If Yes, please provide details such as who contacted you and what they have done in response to the incident.

Click or tap here to enter text.

1. Any other information relevant to the incident?

Click or tap here to enter text.

1. Attachment (if any) (*Please attach any related documents e.g. screenshot).*



**Declaration**

Please review the information that you have provided for the data incident. Please note that the Government Security Contact Centre (GDSCC) or the Smart Nation & Digital Government Group (SNDGG) may contact you to seek further clarifications.

The information provided will be used by the GDSCC or SNDGG for investigations and follow-up purposes.

**I understand and agree to the above.\***