

IT Security Incident Report to Management

Instructions: This form is to be completed as soon as possible following the detection or reporting of an Information Technology (IT) security incident. All items completed should be based on information that is currently available. This form may be updated and modified if necessary.

1. Contact Information for this Incident	
Name:	KARTHIK CUMAR
Title:	IT MANAGER
Program Office	
Work Phone:	
Mobile Phone:	8012922447
Email address:	karthi@digityindia.com
Fax Number:	

2. Incident Description.
<p>Provide a brief description:</p> <ul style="list-style-type: none">* DATA CORRUPTED IN SERVER (ATTENDANCE)* BACKUP RESTORED & DATA CONFIGURED IN CLOUD SERVER* OPERATION RESUMED AS USUAL

3. Impact / Potential Impact Check all of the following that apply to this incident.
<ul style="list-style-type: none"><input type="checkbox"/> Loss / Compromise of Data<input type="checkbox"/> Damage to Systems<input checked="" type="checkbox"/> System Downtime<input type="checkbox"/> Financial Loss<input checked="" type="checkbox"/> Other Organizations' Systems Affected<input type="checkbox"/> Damage to the Integrity or Delivery of Critical Goods, Services or Information<input type="checkbox"/> Violation of legislation / regulation<input type="checkbox"/> Unknown at this time
<p>Provide a brief description:</p> <p>UNABLE TO DOWNLOAD ATTENDANCE FOR HALF DAY. IT WAS RECTIFIED LATER</p>

4. Sensitivity of Data/Information Involved Check all of the following that apply to this incident.

Sensitivity of Data	
Category	Description
Data Loss	Backup Corrupted, Restored
Un Authorized Access	
Invalid Password attempts	
Virus Deduct	
Power Issues	
Software Corruption	N/A
Hardware Issues	SERVER OBSOLETE

☐ Internal Use Only

☐ Restricted / Confidential (Privacy violation)

☐ Unknown / Other – please describe:

Provide a brief description of data that was compromised:

N/A

5. Who Else Has Been Notified?

Provide Person and Title:

Asst HR MANAGER : HAMEED

6. What Steps Have Been Taken So Far? Check all of the following that apply to this incident.

☐ No action taken

☐ System Disconnected from network

☐ Updated virus definitions & scanned system

☒ Restored backup from ~~tape~~ Backup

☐ Log files examined (saved & secured)

☐ Other – please describe:

Provide a brief description:

7. Incident Details	
Date and Time the Incident was discovered:	27th January 2022
Has the incident been resolved?	Yes
Physical location of affected system(s):	N/A
Number of sites affected by the incident:	N/A
Approximate number of systems affected by the incident:	NILL
Approximate number of users affected by the incident:	N/A
Are non-Commonwealth systems, such a business partners, affected by the incident? (Y or N – if Yes, please describe)	—
Please provide any additional information that you feel is important but has not been provided elsewhere on this form.	—

Report done by

KARTHIK KUMAR.M (IT MANAGER)

K. Karthik M