DATA BREACH INCIDENT IDENTIFICATION INFORMATION

Date and Time of Notification: _____

Employee Detecting Incident: _____

Department: _____ Date and Time: _____

Phone/Contact Info: _____ Location: _____

INCIDENT IMMEDIATE NOTIFICATIONS

☐ IT   ☐ Clerk Treasurer

TYPE OF INCIDENT DETECTED

☐ Malicious   ☐ Unauthorized Use ☐ Unauthorized Access ☐ Unplanned Downtime ☐ Other

Description of Incident: _____

_____

_____

Names and Contact Information of Others Involved: _____

_____

ACTIONS: _____

_____

_____

_____

_____

EVALUATION: _____

_____

_____

FOLLOW-UP: _____

_____

_____

Follow-Up Completed By: _____ Date: _____