

# Impact Assessment Format for Security Breach Investigation Report

## 1. Basic Information

Report Reference Number
Date of Report
Reported By
Department/Unit
Incident Date & Time
Location

## 2. Description of the Security Breach

Summary:

Systems/Assets Affected:

Initial Detection Method:

## 3. Immediate Actions Taken

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## 4. Assessment of Impact

Category	Description
Confidentiality	
Integrity	
Availability	
Business Impact	
Legal/Regulatory Impact	
Personal Data Exposure	

## 5. Root Cause Analysis

## 6. Remediation & Preventive Actions

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## 7. Recommendations

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## 8. Annexures/Appendices (if any)

### Important Notes:

- This document should be handled as **confidential** and shared only with authorized personnel.
- All findings should be based on verifiable evidence and clearly documented.
- Clearly indicate if any regulatory or legal obligations apply (such as data breach notification).
- Ensure all technical terms are explained for non-technical readers.
- Update this report as the investigation progresses or new information arises.