

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.