

# Security Breach Investigation Report

Report Number \_\_\_\_\_

Date of Report \_\_\_\_\_

Reported By \_\_\_\_\_

Incident Date & Time \_\_\_\_\_

Location \_\_\_\_\_

## Incident Description

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## Discovery Method

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## Systems and Data Impacted

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Immediate Actions Taken

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Suspected Cause

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## Further Investigation Required

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## Preventive Measures / Recommendations

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Person(s) Involved

- Name: \_\_\_\_\_ Role: \_\_\_\_\_
- Name: \_\_\_\_\_ Role: \_\_\_\_\_

## Attachments / Evidence

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## Approval

Prepared By \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date: \_\_\_\_\_

Approved By \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- Maintain confidentiality of sensitive information included in this report.
- Ensure all findings and actions are factually accurate and verifiable.
- Preserve evidence in its original form wherever possible.
- Submit the report promptly to appropriate authorities and management.
- Review and update incident response procedures regularly.