

Security Breach Investigation Report

Report Number	_____
Date of Report	_____
Reported By	_____
Incident Date & Time	_____
Location	_____

Incident Description

Discovery Method

Systems and Data Impacted

- _____
- _____
- _____

Immediate Actions Taken

- _____
- _____
- _____

Suspected Cause

Further Investigation Required

Preventive Measures / Recommendations

- _____
- _____
- _____

Person(s) Involved

- Name: _____ Role: _____
- Name: _____ Role: _____

Attachments / Evidence

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.