

# Data Privacy Compliance Incident Record Format

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## Incident Details

Date of Incident

Time of Incident

Location of Incident

## Reporting Person

Name

Role/Position

Contact Information

## Incident Description

Describe the Privacy Incident

Type of Personal Data Involved

Data Subjects Affected

Potential or Actual Impact

## Investigation & Actions

How was the incident discovered?

Immediate Actions Taken

E.g., containment, notification

#### Recommended Preventive Measures

Measures to prevent recurrence

## Report Summary

Prepared By (Name & Position)

Date Prepared

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## Important Notes

- Confidentiality must be maintained throughout the reporting and investigation process.
- Provide as much detail as possible without including unnecessary personal information.
- This document should be stored securely and made accessible only to authorized personnel.
- Timely reporting of incidents is essential for effective risk management and regulatory compliance.
- Follow internal policies as well as applicable laws and regulations when handling privacy incidents.