

Standard Compliance Incident Report

1. Basic Information

Incident Report ID	INC-2024-0059
Date & Time Reported	2024-06-17, 10:25 AM
Reported By	Jane Doe
Location	Main Office, Floor 3

2. Incident Overview

Date & Time of Incident	2024-06-17, 09:50 AM
Type of Incident	Compliance Violation
Related Policy/Standard	Information Security Policy
Severity Level	Medium

3. Detailed Description

On June 17, 2024, a staff member was observed leaving sensitive documents unattended at a shared workspace. The documents contained confidential client data, which is a breach of the Information Security Policy. The documents were left exposed for approximately 30 minutes before being secured.

4. Immediate Actions Taken

- Documents were immediately secured and placed in a locked cabinet.
- The individual involved was notified and reminded of data confidentiality procedures.
- Incident was reported to the compliance officer and IT department for further review.

5. Investigation Findings

- No evidence of data extraction or unauthorized access was found.
- An interview with involved staff member confirmed unintentional negligence.
- Review of camera footage aligned with reported timeline.

6. Corrective Actions / Recommendations

- Mandatory refresher training on information security for staff.
- Increased signage in shared workspaces reminding staff on document security.
- Quarterly audits of compliance with document handling procedures.

7. Report Submitted By

Name	Jane Doe
Position	Compliance Officer
Date	2024-06-17

Important Notes

- This document must be completed as soon as possible after a compliance incident is identified.

- Ensure all facts are accurately recorded; do not omit or alter any details.
- Maintain confidentiality—do not share this document outside of authorized personnel.
- All corrective actions and follow-ups should be tracked and documented.
- This report may be audited for regulatory or internal compliance purposes.