

Final Breach Resolution and Closure Report

Incident Identification

Breach ID: _____
Date Detected: _____
Date Resolved: _____
Reported By: _____
Department: _____

Summary of Breach

Description:

Root Cause:

Impact Assessment

Category	Details
Data Types Affected	_____
Individuals Impacted	_____
Systems Affected	_____
Business Impact	_____

Containment & Remediation Actions

1. Action 1: _____
2. Action 2: _____
3. Action 3: _____

Communication & Notification

Internal Notification: _____

External Notification: _____

Regulatory Reported: Yes / No

Date of Notification: _____

Lessons Learned

Closure Confirmation

Closure Date: _____

Confirmed By: _____

Role/Title: _____

Important Notes

- This document should be completed and approved after the breach has been fully remediated.
- Ensure accuracy of all recorded information as this report may be subject to audits or regulatory review.

- Do not include sensitive or confidential information if document will be widely circulated.
- Retain this document according to your organizationâ€™s data retention policies.
- Use this report to inform future risk mitigation and training efforts.