

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 organization's data retention policies.
- Use this report to inform future risk mitigation and training efforts.