****

**Information Security Incident Reporting Form**

Please try your best to provide the following information:

|  |  |
| --- | --- |
| Reporting date  (dd-mm-yyyy) |  |
| Reporting time  (hr:mm) |  |
| Name of the reporter |  |
| Department of the reporter |  |
| Contact phone of the reporter |  |
| Contact email of the reporter |  |
| IS incident discovered date  (dd-mm-yyyy) |  |
| IS incident discovered time  (hr:mm) |  |
| How the IS incident was discovered |  |
| Full description of the IS incident |  |
| Full description of what actions have been taken so far |  |
| Please describe in details of what sensitive data are involved in this incident |  |
| Affected service(s) |  |
| Affected number of users |  |
| Name and IP of the affected computer(s)/host(s) |  |