



香港中文大學  
**CUHK**

資訊科技服務處  
**Information Technology  
Services Centre**

## 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)	