

# Security Incident Data Loss Report

## 1. Incident Information

Date of Incident:

Time of Incident:

Location:

Reported By:

## 2. Description of Incident

Nature of Data Lost:

Description of Incident:

How was the incident detected?

## 3. Data Details

Type of Data Lost:

Sensitivity Level:

Volume of Data (Records/Files):

## 4. Resolution and Actions Taken

Immediate Actions Taken:

Incident Contained: ☐ Yes

Reported to Authorities: ☐ Yes

## 5. Additional Comments

Submit Report