

This is an example of an insufficient incident report form — it does not cover all the needed details. Can you point out what is missing?

CYBERSECURITY (IT) INCIDENT REPORT FORM

Use this form to report any cybersecurity issues, breaches, hacks, malware, or any other incidents involving a 3rd party.

Date of Report: _____, 20____

CONTACT PERSON

Full Name: _____ Address: _____

Job Title: _____

Phone: (____) ____ - ____ E-Mail: _____

THE INCIDENT

Date of Incident: _____, 20____ Time: ____:____ AM PM

Type of Incident: Malware Data Breach Other: _____

How was the incident detected / discovered? _____

NOTIFICATION

Were other personnel notified? Yes No

If yes, enter: _____

CONTAINMENT

Were any containment measures made? Yes No

If yes, describe: _____

IMPACTED SERVICES

Was anything permanently impacted by the incident? Yes No

If yes, describe: _____



ATTACK VECTOR

Do you know how the attack was made? Yes No

If yes, describe: _____

INFORMATION IMPACT

Was there any data, records, or information breached? Yes No

If yes, describe: _____

OTHER

Is there any other information you would like to include in this report? Yes No

If yes, describe: _____

OFFICE USE ONLY

Report received by: _____ Date: _____, 20____

Follow-up action taken: _____