Cybersecurity and Privacy Incident Report Template

[This template aims to help incident responders capture key details about a cybersecurity or data privacy incident. You should customize it to meet your needs. The text in square brackets is meant to guide you; remove it before finalizing the report. The title above is generic; change it to be specific to the incident, possibly by summarizing the nature of the incident.]

# What Happened and When?

|  |  |
| --- | --- |
| Who is the response coordinator for this incident? | [The incident response coordinator is typically the person in charge of the response effort and the primary author of this report.] |
| What was the nature of the incident? |  |
| When did the incident occur? | [Specify the date, start, and end time, and time zone.] |
| Which specific IT resources were at risk? | [Examples include an application, employee laptop, server, network device, etc.] |
| What business processes were affected? |  |
| What is the severity or significance of the incident? |  |
| Which third parties, such as vendors or customers (if any), were involved in or affected by the incident? |  |
| Did the incident result in the destruction or unauthorized disclosure or access of what might be considered personal data or personally identifiable information (PII)? | [If yes, describe the type of data that was affected (e.g., employee information, customer contact details, customer electronic data, etc.) and how it was affected (e.g., unexpected destruction, access, etc.).] |
| What might be the cybersecurity or privacy risks to the parties affected by the incident? | [Examples of the risks include identity theft, increased chances of a follow-up attack, damage to reputation, disclosure of sensitive data, etc.] |
| In which geographic regions was the affected data located? |  |
| Who are the business owners and key stakeholders of the affected resources or data? |  |

# What Was the Root Cause?

|  |  |
| --- | --- |
| What caused the incident? |  |
| How do we know? |  |
| How confident are we in the assessment? |  |
| What connections exist to past incidents, if any? |  |

# What Was and Remains to Be Done?

|  |  |
| --- | --- |
| Identification: How was the problem detected? | [Also specify the names of the teams and individuals involved.] |
| Containment: How were we able to limit the incident’s scope, including adverse effects on the affected data and systems? |  |
| Eradication: What steps were taken to eliminate adversarial presence from the affected environment, protect the affected data, or minimize the risks to the affected parties? | [Such steps might include deleting malware, restoring from trusted backup, deleting a sensitive file from an unauthorized location, etc.] |
| Recovery: How and to what extent did we restore normal business operations or normal data processing activities? |  |

# What Lessons Can Be Learned?

|  |  |
| --- | --- |
| How could the involvement of people help mitigate our future risks? |  |
| How might we adjust processes to prevent the problem or allow us to respond better? |  |
| How might we use technology to enable us to improve? |  |

# What Are the Remaining Action Items?

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** | **Expected Start Date** |
|  |  |  |

# Report Changelog

|  |  |  |
| --- | --- | --- |
| **Date** | **Author** | **Change Description** |
|  |  |  |

# About this Document

This cybersecurity and privacy incident report is based on the template originally developed at [Axonius Inc.](https://www.axonius.com/) by [Lenny Zeltser](https://zeltser.com/) and [Elisabetta Tiani](https://www.linkedin.com/in/elisabetta-tiani-47294362/) with input from [Daniel Trauner](https://www.linkedin.com/in/danieltrauner/). It’s distributed according to the [Creative Commons v4 “Attribution” License](https://creativecommons.org/licenses/by/4.0/).