



1. Contact Information for this Incident	
Name:	
Title:	
Work Phone:	
Mobile Phone:	
Email address:	
2. Incident Description.	
3. Impact / Potential Impact Check all of the following that apply to this incident.	
<input type="checkbox"/> Loss / Compromise of Data <input type="checkbox"/> Damage to Systems <input type="checkbox"/> System Downtime <input type="checkbox"/> Financial Loss <input type="checkbox"/> Other Organizations' Systems Affected <input type="checkbox"/> Damage to the Integrity or Delivery of Critical Goods, Services or Information <input type="checkbox"/> Violation of legislation / regulation <input type="checkbox"/> Unknown at this time	
Provide a brief description:	



4. Sensitivity of Data/Information Involved Check all of the following that apply to this incident.

Sensitivity of Data

Category

Example

Public

This information has been specifically approved for public release by Public Relations department or Marketing department managers.

Internal Use Only

This information is intended for use within the company and in some cases within affiliated organizations. Unauthorized disclosure of this information to outsiders may be against laws and regulations.

**Restricted/Confidential
(Privacy Violation)**

This information is private or otherwise sensitive in nature and must be restricted to those with a legitimate business need for access. Unauthorized disclosure of this information to people without a business need for access may be against laws and regulations. Examples are customer account information and worker performance evaluation records.

Unknown/Other

Describe in the space provided

☐ Public

☐ Internal Use Only

☐ Restricted / Confidential (Privacy violation)

☐ Unknown / Other – please describe:

Provide a brief description of data that was compromised:

5. Who Else Has Been Notified?

6. What Steps Have Been Taken So Far? Check all of the following that apply to this incident.

☐ No action taken

☐ System Disconnected from network

☐ Updated virus definitions & scanned system

☐ Restored backup

☐ Log files examined (saved & secured)

☐ Other – please describe:



Provide a brief description:	
7. Incident Details	
Date and Time the Incident was discovered:	
Has the incident been resolved?	
Physical location of affected system(s):	
Number of sites affected by the incident:	
Approximate number of systems affected by the incident:	
Approximate number of users affected by the incident:	
Are business partners, affected by the incident? (Y or N – if Yes, please describe)	
Please provide any additional information that you feel is important but has not been provided elsewhere on this form.	

Completed forms should be submitted to badyr.valcarcel@navigatr.com