

Incident (Data) Investigation

Report Template

Incident Title	
Date of Incident	
Time of Incident	
Location	
Author	

Author	Reviewed by	Approved by	Date of Release

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1. **Executive Summary**

Summary of the incident

Conclusion from Root Causes

Root cause of Failure:

Summary of Recommendations

The following actions are recommended:

2. Purpose

3. Investigation Remit (Attach Remit as Appendix)

4. Detailed Description of the incident (Who/What/Where/When)

5. Incident timeline

	Date	Activity	Remarks

6. Review of the incident (Key Findings)

	Findings	Evidence	Remarks
People		Eg audit logs etc	

Equipment			
Method/Procedure			
		Eg any breach of policy	
Materials / Substance			
Management System			
		Eg Eclipse etc	
Environment / Location			

7. Review of incident management including containment

	Date	Time	Activity	Effectiveness

8. Fair Culture Review

Answer the questions from the Fair Culture Review process chart.

9. Root Cause

xxxxx

10. Conclusions

11. The incident is/is not classed as a data breach.

## 12. Signatures

The Investigating Officers agree with the body of the draft report and the conclusion and make the following recommendations.

(Insert names and signatures of officers)

## 13. Recommendations

	Recommendation	Responsibility	Due	Priority
	Include more detail about the actions/recommendations detailed above			

## 14. Feedback from consultation

(The draft report must be shared with key stakeholders for comments.)

Section	Comment	Response

## Appendices (As Required)

For eg: Investigation Remit, Photographs, diagrams, etc