

Appendix A

[Municipality Name]

Incident Report

Prepared by:

Date:

Incident Date:

Description of Incident (e.g. type of information involved; paper or electronic data; unauthorized individual who accessed, used or disclosed the information; who reported the incident, etc.):

Resolution:

Determined Cause after Investigation:

Corrective Action/Mitigation:

Appendix B
[Municipality Name]

Data Breach and Incident Response Checklist

DATE OF REPORT OF POTENTIAL BREACH: _____

TIME OF REPORT OF POTENTIAL BREACH: _____

REPORTED BY: _____

TYPE OF INFORMATION INVOLVED:

Personal Information (specify if known): _____

Other (specify if known): _____

SOURCE/FORMAT OF INFORMATION:

Paper (specify if possible): _____

Electronic (specify if possible): _____

Description of Incident: _____

Completion of State Law Analysis

Conclusion _____

Completion of Forensics Analysis (if applicable)

Privacy Officer Notified [Date _____ Time _____]

Security Officer Notified [Date ____ Time _____]

Counsel Notified

Document Investigation/Findings

Retain ALL Documentation