

Information Security Incident Notification 2024/25

Form Preview

Information security

Confidentiality

Information about actual and suspected information security incidents is confidential and must only be shared with the Chief Executive Officer and IT Provider who have responsibilities for managing incidents.

About the incident

Name of person reporting

Date of incident

Must be a date.

Type of incident

- Loss e.g. loss, theft or unauthorised disclosure of confidential critical information
- Theft e.g. loss or theft of hardware, portable devices, CTS laptops, USB or mobile devices
- Web e.g. suspicious activity on the internet that may result in malicious activity on CTS information systems
- Email e.g. activity that appears to be from bad actors and or contains request that are suspicious or appear designed to breach security

Description of incident and/or details of loss or theft (including device involved)

Description of any action taken at the time of discovery

Place of incident

i.e. location

This incident report will be forwarded to the General Manager