

PRIVACY OFFICE POST INCIDENT REPORT

**[External Unauthorized Disclosure: Mandatory
Internal Unauthorized Disclosure: Discretionary]**

SECTION I – GENERAL INFORMATION

Name of Person Reporting Incident _____	
Telephone Number _____	Email Address _____
Organization _____	
Report Prepared By: _____	Title _____
Date of This Report: _____	

SECTION II – PRIVACY INCIDENT INFORMATION

Date of Incident: _____	Date Reported _____
Responsible Organization _____	

SECTION III – DISPOSITION

Privacy Incident Classification: (check one) Internal OR External Unauthorized Disclosure
Describe Privacy Incident: Address the following questions (include the names of those involved in the privacy incident.)
Does the organization know when the incident started, how was it detected? If so, indicate date.
Were there controls in place that failed? What conditions allowed the incident to occur?
Who was involved in the response from the organization? What steps were taken to contain the incident?
What was disclosed?

What is the impact on the affected individuals?

What actions were taken by the responsible organization?

Privacy Incident Outcome and Recovery: Address the following questions

What was the outcome of the incident?

Were all required notifications completed, and thoroughly documented?

If a theft was involved, is the police report included with this report?

Were affected individuals satisfied with the actions taken by responsible organization?

To date, have there been resulting legal actions?

What measures have been implemented to prevent this incident from occurring in the future?

- c: State Privacy Officer**
- Chief Technology Officer, if applicable**
- Cabinet Secretary**
- Department Privacy Officer Steve Edens**
- Others as appropriate**