

**Information security  
Incident report /information loss form**



Please complete, save and email to [foi@hw.ac.uk](mailto:foi@hw.ac.uk)

<b>Date of incident</b>	<b>Place of incident</b>
<b>Name of person reporting incident</b>	<b>Contact details: email</b>
<b>Brief description of incident or details of the information lost</b>	
<b>Brief description of any action taken at the time of discovery</b>	
<b>Reported to</b>	<b>On</b>

**For Information Security Officer use**

<b>Incident number</b>	<b>Report received by on</b>
<b>Action taken by responsible officer/s</b>	
<b>Follow up action taken/required</b>	