

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



Please complete, save and email to foi@hw.ac.uk

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

For Information Security Officer use

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