|  |  |  |
| --- | --- | --- |
| Department: | | Date of Report to CalOHII: |
| Submitted by: | Name: | Title: |
|  | Email: | Phone: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Event** | **Brief Description of Breach / Suspected Breach** | **Was Risk Analysis Conducted?** | **Brief description of result of Risk Analysis & Corrective Action Plan, and mitigation (if Breach occurred)** | **Was it a confirmed breach?** | **Were notifications sent?** | **If yes, to how many Individuals** | **Contact Information of Person Knowledgeable about the Event**  **(Name, Email, and phone)** |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |
|  |  |  |  |  |  |  | Name:  Email:  Phone #: |