



ANNEXURE B

INCIDENT INVESTIGATION FORM

This incident report is to be used for all incidents relating to privacy and information security incident management.

Definition of an incident: A threat or event than compromises, damages, or causes a loss of confidential or protected information.

Confidential information: includes proprietary, technical, business, financial, joint-venture, customer and employee information that is not available publicly. It is the employee's responsibility to know what information is confidential and to obtain clarification when in doubt.

Person reporting the incident (can remain anonymous)	
Manager	
Date and time incident occurred	
Date and time incident reported	
Site/ Region	

INCIDENT SUMMARY (SHORT STATEMENT OF EVENT)

INCIDENT INVESTIGATION

The following five sections are intended to assist you to clarify the sequence of events immediately preceding the incident. They expand on the details already provided in the summary. Additional pages/ documents can be attached when necessary.

WHO WAS INVOLVED?

WITNESSES?

WHAT HAPPENED?

WHEN DID THE INCIDENT OCCUR?

WHERE DID THE INCIDENT OCCUR?

THE EXISTENCE OR LOCATION OF ANY PROOF THAT MAY EXIST?

EXTENT OR CONSEQUENCES OF THE DAMAGE / COMPROMISE ETC

Consequences of incidents: Those found in breach of this policy and any associated procedures and guidelines may result in disciplinary actions up to and including dismissal. Legal and criminal actions may also be penalties to individuals who intentionally obtain or disclose protected information without authorization.

Signature: _____

Date: _____

POPIA DOCUMENTS IN SUPPORT OF THE ABOVE POLICY

1. POPIA Compliance Framework/Manual
2. Appointment of an Information Officer (IO) and Deputy Information Officer (DIO)
3. Personal Information Impact Assessments and Data Maps where applicable
4. Processing Notices required under section 18
5. Operator Agreement
6. Data Transfer Agreement – cross border
7. Binding Corporate Rules
8. Opt out form
9. Withdrawal of consent
10. Objection notice

11. Complaint form
12. Update to or correction of Personal Information
13. PAIA Manual