

**LSU Incident Response Data
Template**

Brief Description:

Incident Discovery Information

Date and Time of Discovery: _____

Discovered by (person / organization): _____

How was the incident discovered?

Reporter Information

Name of the reporting user: _____

Department of the reporting user: _____

E-mail Address: _____

Phone Number: _____

Incident Details:

System/Application Name: _____

Is Personally Identifiable Information (PII) involved in the incident: _____

Approximately how many parties' PII are stored or processed (e.g., 100 students):
