



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DATA SECURITY INCIDENT REPORT FORM

Privileged and Confidential Attorney–Client Communication

Instructions:

Any ORYMCa employee that becomes aware of a Data Security Incident or Data Security Breach must immediately report his/her concerns by submitting this Data Security Incident Report Form to the Incident Response Contact or Group at IT@orymca.org or phone 417-862-8962 ext 2121, as well as notifying his/her immediate supervisor.

Please complete this form based only on known and confirmed facts, to the best of your ability, at the time of submission. This form will be used for initial assessment by the Incident Response Contact or Group at the direction of legal counsel. A more comprehensive investigation will also follow.

Report Submitted by:	
Date of Report:	
Date and Time of Incident:	
Duration of Incident:	
Location of Incident:	
What form (electronic or physical, at rest or in transit) was the affected data?	
What data types were affected?	
How many records were affected?	
How was the incident discovered, and by whom?	
Detail, if known, any method of intrusion, entry or exit points, paths taken, or systems compromised:	
Indicate whether data was deleted, compromised, modified, or viewed.	
What security measures (e.g., encryption) were in place?	
Who—employee, member, etc.—was affected?	
What are the jurisdictions (i.e., state, county, federal, etc.) of residence for the affected individuals?	