DATA BREACH SECURITY INCIDENT REPORTING FORM

TO: Jamila Coleman, DHS Privacy Officer, privacy@dhs.ga.gov

FROM: [insert name, title, contact information]

RE: Known or Suspected Data Breach/Security Incident

DATE: [insert date]

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| --- | --- |
| Date of discovery. |  |
| Actual occurrence date, if known. |  |
| Detailed description of the incident. Attach additional sheets if necessary. |  |
| Description of the type of information that was disclosed (e.g., social security number, date of birth, address, medical information, etc.) for each individual. |  |
| Description of the source of each element of information (where the information was obtained by DHS i.e., the applicant, state and/or federal sources, etc.).  |  |
| If applicable, is there a family violence indicator on the case?  |  |
| Was the disclosure intentional or inadvertent? |  |
| Violator’s name and title, if known. |  |
| Number of previous violations for this violator. |  |
| Number of previous violations within this work unit. |  |
| Describe all actions taken to mitigate any potentially harmful effects of the breach. Attach additional sheets if necessary. |  |
| Describe all actions taken to reduce the possibility of recurrence of this violation within this work unit.  |  |