

# NETWORK LOSS or DAMAGE CLAIM INCIDENT REPORT

(To record privacy breach events and computer attacks)

**Important: Completion of this form does not constitute notice of a claim/loss under your Coverage**

Please complete this incident form for each security breach event that might lead to significant loss or liability. This information might be needed for claims adjusting purposes. Please also save any system/security event logs to help verify the event.

Please send the completed form to:

**NAME** Colorado Special Districts Property and Liability Pool  
c/o TRISTAR Risk Management

**EMAIL** csdpool@tristargroup.net

## General Information

<b>Name of Staff Member Reporting Incident</b>	
<b>Office/Facility</b>	


## Privacy Incident Information

<b>Date of Incident</b>		<b>Time of Incident</b>		<b>Location of Incident</b>	
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**Description of Incident** (Include the names of those involved in the privacy incident.)

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<b>Incident also reported to</b>					
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<i>This form courtesy of</i>  <small>Cyber Risk Management &amp; Information Security Services</small>	<b>CONFIDENTIAL</b> FOR INTERNAL USE ONLY	Network Loss or Damage Claim Incident	Page 1 of 3	Last Rev	Revised By
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## Privacy Incident Classification

<p><b>Unauthorized Access</b> (Paper)</p> <p><b>Unauthorized Disclosure Outside of Company/ Organization</b></p> <p><b>Unauthorized Use or Disclosure by Business Associate</b></p> <p><b>Inappropriate Use Within Company/ Organization</b></p> <p><b>Improper Communications</b> (Mail, Email, Fax, Phone)</p>	<p><b>Unauthorized Access</b> (Electronic)</p> <p><b>Improper Denial/Fulfillment of Client Rights</b></p> <p><b>Improper Oral Communications</b></p> <p><b>Improper Disposal</b></p> <p><b>Improper Password Management</b></p>
<p><b>Other</b> (Specify)</p>	

## Severity of Privacy Incident

<p><b>Severe</b></p> <ul style="list-style-type: none"> <li>Several customers affected</li> <li>Economic loss</li> <li>Material damage to creditability</li> <li>Damage extends outside of Company/ Organization</li> </ul>	<p><b>Moderate</b></p> <ul style="list-style-type: none"> <li>Few customers affected</li> <li>Some potential economic loss</li> <li>Some material damage to creditability</li> <li>Damage contained inside of Company/ Organization</li> </ul>	<p><b>Low</b></p> <ul style="list-style-type: none"> <li>Single or no customers affected</li> <li>Minimal economic loss</li> <li>Minimal damage to creditability</li> <li>Some impedence but no damage to creditability</li> </ul>
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## Action to Be Taken

<input type="checkbox"/>	Additional staff training needed at the Company/ Organization (Specify)
<input type="checkbox"/>	Company/ Organization procedures to be reviewed/updated (Specify)
<input type="checkbox"/>	Inform Client (Specify)

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**Action to Be Taken**

**Action to Be Taken (cont.)**

**Other (Specify)**

**Resolution Notes**

**Signature/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reported to the Risk Mgmt Dept on: