**Risk Incident Notification Template**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **RISK INCIDENT ESCALATION** | | **Rating** |
| **Incident Information** | | | |
| **Incident Reference:** | |  | |
| **Incident Title** | |  | |
| **Incident status:** | | Open / Closed | |
| **Incident Description:** | |  | |
| **Date Incident Identified:** | |  | |
| **Date Distributed:** | |  | |
| **Incident Owner:** | |  | |
| **Confidential i.e. NDA in place:** | |  | |
| **Business Impact** | | | |
| **Impacted Business Areas / Customer(s):** | |  | |
| **Incident Category** | | See Below for Categories | |
| **Incident Impact or Potential Impact** | |  | |
| **Root Cause Analysis** | | | |
| **Root Cause:** | |  | |
| **Actions (to close or manage the incident)** | | | |
| **Action Description** | | Actions already undertaken to address immediate issue/impact: | |
| Actions already undertaken to address root cause of issue/event: | |
| Proposed Actions (provided by individual raising risk incident) to address immediate issue/impact: | |
|  | | Proposed actions to address root cause of issue/event: | |

# Potential Incident Categories:

## Consider the area of maximum potential impact from the following;

## Financial

## Reputational

## Legal

## Regulatory

## Sales

## Operational (Disruption)

## Productivity (Loss of staff)

## Project (Delay)

## Data (Data compromise)

## Customer Harm/Impact