

## APPENDIX G: INCIDENTS INVOLVING PERSONALLY IDENTIFIABLE INFO (PII)

An incident has occurred that involves Personally Identifiable Information (PII). The available details of this incident are listed below. Indicate the status of the incident.

Initial Notification     Update     Resolution

### ***Key Information***

#### **Incident Title – Date (month Day, Year)**

- *One or two sentence description*
- *Describe the roles of the people involved, be it contractors, government employees, etc.*
- *Who owned the PII?*
- *The type of PII compromised*
- *Number of individuals impacted*
- *Name of FISMA reported system, if known*
- *Current Status*
- *Remedial steps taken and steps planned to be taken*

### **Executive Summary**

*High level summary of incident elaborating on bulleted format*

### **Action**

*Detailed description of action taken and entities notified*