

Cyber Security Incident Report Form



This form can be used to report cyber security incidents to the National Cyber Security Centre (NCSC), which is part of the Government Communications Security Bureau (GCSB).

If you would like to request assistance from NCSC in relation to the incident, please use the **Cyber Security Incident: Request for Assistance Form**. You do not need to complete this form if you complete a Request for Assistance Form.

Send this completed Cyber Security Incident Report Form to the NCSC by email (incidents@ncsc.govt.nz). If the completed form contains confidential or classified information, please contact the NCSC to arrange an alternative method of receipt.

If you have any questions about this Cyber Security Incident Report Form, please contact the NCSC by phone on (04) 498 7654 or email (incidents@ncsc.govt.nz).

Part 1: Your Contact Details

Your organisation	
Organisation name:	
Physical address:	
Postal address:	

Contact person	
Name:	
Job title:	
Work phone:	
Mobile:	
Email:	

Part 2: Cyber Security Incident Details

Alternative contact person	
Name:	
Job title:	
Work phone:	
Mobile:	
Email:	

Your system details		
Government system classification (if any):		
Information/security services outsourced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please name company:		
Gateway outsourced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please name company:		
Public-facing IP address range:		

Incident description
<p>Please provide a brief summary of the incident, including whether any attack was successful and resulted in any compromise or disruption of services. Please also identify any sensitivities in relation to the information or people affected by the incident.</p>

Incident timing	
Date identified:	
Time identified:	

Incident status	
Resolved:	<input type="checkbox"/>
Unresolved:	<input type="checkbox"/>

Part 3: Submission of Cyber Security Incident Report Form

- This form must be **signed and submitted** to the NCSC by a person authorised by your organisation to do so (**the NCSC may request separate written confirmation of this authority**).
- An NCSC representative may contact one of your identified contact persons to discuss this incident. You should ensure that those contact persons are properly authorised within your organisation to discuss the incident with an NCSC representative.
- The NCSC may use the information you have provided for statistical or other analytical processes. The information and any analysis derived from it, and the name of your organisation, may be shared with other entities for cyber security purposes. However, any information you provide about identifiable individuals will not be shared without your prior approval.

Signature of authorised person:	
Date:	
Name:	
Job title:	