



**Office of the Victorian
Information Commissioner**

Incident Notification Form

Information Security

Victorian Protective Data Security Standards

November 2019

About the Incident Notification form

This form has been created to assist Victorian public sector organisations notify OVIC of information security incidents. Information about the information security incident notification scheme, is available on OVIC's website¹.

Collection of personal information

This form collects personal information in the way of contact details. This includes your name, position title, organisation, contact number and email address for the purpose of follow up, research projects or activities as set out in OVIC's Regulatory Action Policy².

Where you provide personal information, OVIC may use it to send you confirmation of receipt of the notification form, seek clarification on the contents of the form or advise on any trends.

We ask that you do not include personal information anywhere other than the designated fields on this form. When submitting your form via email, we may be able to identify you from your email address.

OVIC will not disclose your personal information without your consent, except where required or authorised to do so by law. You may contact OVIC to request access to any personal information you have provided to us by emailing enquiries@ovic.vic.gov.au.

For further information on how OVIC handles personal information, please review our privacy policy³.

How do I know that I am using the correct version of the Incident Notification form?

A current copy of this form can be found under the Incident Notification section of the OVIC website or obtained directly from a representative at OVIC. Organisations looking to validate the authenticity of the downloaded Adobe form can do so by comparing the checksum provided on OVIC's website⁴.

How do I submit the Incident Notification form?

Submission options will vary, depending on the protective marking of the form. For a form with a protective marking of:

- OFFICIAL or OFFICIAL: Sensitive, you can email a copy of the form to incidents@ovic.vic.gov.au; or
- PROTECTED or above, contact OVIC for further advice.

How do I get assistance?

If your organisation requires assistance in understanding the form or the process, you can contact OVIC by phone on 0 1300 00 OVIC or by emailing enquiries@ovic.vic.gov.au.

¹ <https://ovic.vic.gov.au/data-protection/agency-reporting-obligations/incident-notification/>

² <https://ovic.vic.gov.au/regulatory-action-policy/>

³ <https://ovic.vic.gov.au/resource/privacy-policy/>

⁴ A checksum is a sequence of numbers and letters used to check the file integrity.

Incident Notification Form

Name of Organisation	
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Contact Details	Name	
	Position Title	
	Contact Number	
	Email Address	

Has this incident been recorded in your organisation's incident register?	
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Incident Details

Date range incident occurred

Date incident identified¹

From (dd-mmm-yyyy)

To (dd-mmm-yyyy)

On (dd-mmm-yyyy)

Information affected (Select all that apply)

Personal		Financial		Legal	
Health		Policy		Operational	
Critical Infrastructure		Other			

Information format (Select all that apply)

Hard Copy		Electronic		Verbal	
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Incident type (security attribute affected) (Select all that apply)

Confidentiality		Integrity		Availability	
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Security area (Select all that apply)

Information		Personnel	
ICT/ Cyber		Physical	

¹ The date that the incident is discovered and recorded may differ from the date when it occurred.

What is the highest Business Impact Level (BIL) of the affected information?	
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Business impacts as a result of the incident (Select all that apply)

Economy and Finance	<input type="checkbox"/>	Personal	<input type="checkbox"/>	Public Services	<input type="checkbox"/>
Legal and Regulatory	<input type="checkbox"/>	Public Order, Public Safety and Law Enforcement		<input type="checkbox"/>	<input type="checkbox"/>

Incident Summary

Proposed Actions to Prevent Reoccurrence

Has the incident been closed?

If the incident relates to personal information, click here if you require privacy advice from OVIC.



If you require incident response assistance and would like OVIC to send the incident details to the CIRS on your behalf, please click here.

N.B. OVIC do not provide a 24/7 service.

If you require immediate cyber assistance, please contact the Cyber Incident Response Service directly on 1300 278 842.