

## Security Incident Report Template (Optional)

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**Purpose** Provide a simple template any employee can use to summarize a suspected incident. Use it when it helps. You may also just email [support@bigthinkcapital.com](mailto:support@bigthinkcapital.com) with the same details.

**Template** - Reporter name and contact: - Date and time noticed: - Systems involved, such as Microsoft 365, Salesforce, RingCentral, or device name: - What you observed: - What actions you already took: - Any screenshots or evidence available: - Who else is aware or affected: Send your completed notes to [support@bigthinkcapital.com](mailto:support@bigthinkcapital.com).

**Exceptions** If a team needs to deviate from this guidance, email [support@bigthinkcapital.com](mailto:support@bigthinkcapital.com) with the context, risk, and temporary controls. Keep exception decisions in writing.