Commission and Council Incident Report

Please complete the following form with as much detail as possible. **DO NOT** include actual personally identifiable information (PII) in this form.

Return completed form to Pam Woods, [pamela.woods@wvhepc.edu](mailto:pamela.woods@wvhepc.edu)

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| --- | --- | --- | --- | --- | --- |
| Name:  (Name of Person Completing Form) | | | | Date:  (Date form completed) | |
| Location of incident: | | | | Date incident occurred: | |
| Please briefly describe the incident: |  | | | | |
| Please list the specific **type** of information disclosed below. Include database field if appropriate. ***(DO NOT list actual data that was disclosed here)*** | | | | | |
|  | | | | | |
| Number of individuals whose information was disclosed: | |  | Number of individuals who received disclosed information *(if known)*: | |  |
| Describe how the incident occurred below. Include if the incident was intentional or the result of an accident/negligence: | | | | | |
|  | | | | | |
| How was the incident discovered? | |  | | | |
| Name of individual who disclosed the information *(if known)*: | |  | | | |
| Division of individual who disclosed the information *(if known)*: | |  | | | |
| List individual(s) to whom the information was disclosed: | |  | | | |
| Please list the steps (if any) that have been taken to repair or correct the issue below. | | | | | |
|  | | | | | |
| Please give a detailed description of the incident and include any other information that may be relevant to the investigation below. | | | | | |
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