

INCIDENT DOCUMENTATION FORM

To be filled in as soon as a security incident is detected

Supplement to DS5 (Incident procedure)

4. Scope of the incident

Computers affected	[Number and identification of the computers]
Server(s) affected	[Yes/No, which ones]
Backups affected	[Yes/No, which ones]
Network affected	[Yes/No, extent]

5. Data potentially affected

Tick the categories of data potentially affected:

- ☐ Patient identification data (names, addresses, AHV)
- ☐ Health data (files, X-rays, diagnoses)
- ☐ Financial data (invoices, payments)
- ☐ Insurance data
- ☐ Staff data
- ☐ Passwords / credentials
- ☐ Professional correspondence
- ☐ Impossible to determine at this stage

Estimated number of people concerned	[Number or estimate]
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6. Immediate measures taken

- ☐ Computer(s) isolated from the network (cable unplugged, WiFi turned off)
- ☐ Computer(s) not switched off (evidence preserved)
- ☐ Screenshots / photos taken
- ☐ Passwords changed
- ☐ IT provider contacted
- ☐ Other: [describe]

7. Assessment of the risk for the persons concerned

Is the incident likely to result in a high risk for the rights of patients or other persons concerned?

- ☐ **Yes, notification to the FDPIC required (Art. 24 FADP)**
- ☐ No, low risk, notification not required
- ☐ Cannot be ruled out at this stage (report required, to be completed later)

Reasons for the assessment	[Explain briefly]
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8. Notifications made

Body / person	Date	Means	Reference
FDPIC (databreach.edoeb.admin.ch)			
FOCS (report.ncsc.admin.ch)			
Cantonal police (117)			
Patients concerned			
Cyber insurance			

9. Follow-up

IT provider's diagnosis	[Summary]
Date of resolution	[DD.MM.YYYY]
Corrective measures put in place	[Describe]
Data recovered	[Yes/No, partly, from backup]

Signatures

Completed by (name and role):

Date: _____

Signature: _____

Approved by the head of the practice:

Date: _____

Signature: _____

This form must be kept with the evidence collected (screenshots, photos, logs). It is the documentation of breaches required by Art. 15 para. 4 DPO, to be kept for at least two years from the report to the FDPIC, and may be requested by the FDPIC in the event of an investigation. Keep it in a secure place, separate from the potentially compromised systems.

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