



## Incident reporting form for essential service providers (ESPs)

ESPs can use this form to report an incident within the meaning of the Network and Information Systems Security Act (*Wet beveiliging netwerk- en informatiesystemen, Wbni*). An incident must be reported immediately upon discovery. Therefore we request you to fill in this form as fully as possible and to submit it as soon as possible.

You can submit the reporting form securely through Radiocommunications Agency Netherlands' [information portal](#). Please contact Radiocommunications Agency Netherlands at [wbni@agentschaptelecom.nl](mailto:wbni@agentschaptelecom.nl) first. You will be given information about the contact person for this incident. If you do not have an account yet, you will also be provided with login details. Alternatively, you can submit the reporting form directly by email to the above-mentioned email address (please bear in mind that the details may be too sensitive to be shared by unsecured email!).

### 1 Details of the party making the report

1.1 Company name

#### Contact details

1.2 Name

1.3 Position

1.4 Email address

1.5 Telephone number

1.6 Availability

## 2 Details of the incident

### 2.1 What happened?

Provide a brief description of the incident.

This includes:

- When (date/time) the incident was discovered;
- The affected processes or systems;
- The cause of the incident;
- The affected parts of your organisation.

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### 2.2 What are the consequences<sup>1</sup> of the incident?

These are the consequences of an interruption of the service. This includes:

- The number of people affected by the interruption (estimate);
- The duration of the incident;
- The size of the geographical area, taking cascade effects into account.

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### 2.3 Has the threshold value<sup>2</sup> established for you been exceeded?

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### 2.4 How long do you expect it will take to recover from the incident?

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### 2.5 What measures have you taken to mitigate the consequences of the incident?

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### 2.6 What measures have you taken to prevent a reoccurrence of this incident in the future?

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### 2.7 Other remarks

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Thank you very much for your cooperation.

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<sup>1</sup> A notification obligation applies to incidents with significant consequences. However, we encourage you to report all incidents regardless of their impact. We will use this information to gain insights into the security breaches that occur in the various organisations within the sector.

<sup>2</sup> Threshold values differ per sector and are communicated to you by means of designation letter.