***IT Incident Reporting Form***

*\* indicates that a field is required*

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| --- | --- |
| You are reporting this on behalf of: \* | * Yourself
* Someone else who is a student of NLSIU
* Someone else who is a staff member of NLSIU
* Someone else who is a visitor to NLSIU
* Other person (and their relationship to NLSIU): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Choose one option from the listYou are:  | * A student of NLSIU
* A staff member of NLSIU
* A visitor to NLSIU
* Other person (and relationship to NLSIU): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| The perpetrators is/was: | * NLSIU student(s):
* NLSIU staff member(s):
* Someone known to me/the victim:
* A stranger to me/the victim:
* I am not sure

Other person (and relationship to NLSIU, if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Choose the most appropriate categoryYou identify your gender as: \* | * Woman
* Man
* Other
* Prefer not to say
 |
| If reporting anonymously, why are you reporting anonymously? \* | * I'm concerned that the perpetrator might retaliate
* I feel partly guilty for what happened
* Making a complaint would have a negative impact on my health or well-being
* I have concerns that it might affect my career
* I cannot prove the behaviour that took place
* I am worried about being victimised further
* I don’t want anyone other than the IT Officer and the persons responsible for responding to this IT Incident to know that it took place
* I feel embarrassed or ashamed
* It's not serious enough to warrant a complaint
* I'm worried that there would be repercussions in my social circle
* I don't want to get another person/other people into trouble
* I'm worried that I won’t be believed
* The victim did not want to report it themselves
* Other reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| When did the IT Incident take place? \* | * In the last week:
* In the last month:
* In the last year:
* Over a year ago:
 |
| Choose the most accurate description of where the incident took place | * In NLSIU academic block
* In NLSIU library
* On NLSIU hostel premises
* On other NLSIU property
* I choose not to say because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Choose all the relevant real or perceived personal traits to which the IT Incident may have been linked? | * Age
* Disability
* Gender
* Sexual orientation
* Ethnicity
* Religion or belief
* Transgender status
* Caring responsibilities
* Nationality
* I don't know
 |
| Explain the type of IT Incident that took place: \*(you may attach a detailed description to this form) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What, in your opinion, would immediately offer relief or protection to the victim of the IT Incident? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How you may be contacted by NLSIU through its authorised persons in response to this Report: \* | * By email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* By phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* In-person (preferred date, time and venue): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other means: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I choose not to be contacted further in relation to the IT Incident for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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