***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 list  You 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 category  You 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |