This form MUST be completed as soon as you become aware that your University laptop has been lost or stolen. Completed forms should be sent to [it.services@lboro.ac.uk](mailto:it.services@lboro.ac.uk) and [insurance.support@lboro.ac.uk](mailto:insurance.support@lboro.ac.uk)

Please also ensure that the missing laptop is reported to [Loughborough University Security](http://www.lboro.ac.uk/services/security/).

Further information can be found at [Management of Information Security Incidents Policy](http://www.lboro.ac.uk/services/registry/information-governance/policy9/)

|  |  |  |
| --- | --- | --- |
| Date | Name | Contact Number |
|  |  |  |
| Job Role | **Department** | **Line Manager** |
|  |  |  |

|  |  |
| --- | --- |
| Question | Response |
| When was the device lost/stolen? |  |
| Details of how the device went missing or stolen. |  |
| Last known location of the device? |  |
| Serial number of device if known |  |
| Who has been notified about the lost/stolen device and when? |  |
| Please provide Police and University Security reference number and where reported |  |
|  | |
| Was the laptop managed by IT Services? |  |
| Does the device require a password to login? | Yes/No |
| Where was data stored on the laptop? (My Documents, Desktop, Cloud Synced Folder, Emails etc.) |  |
| Was the data stored on the device encrypted? |  |
| Did others use the device, if so what data did they store and where? |  |
|  | |
| Please provide full details of the data that was stored on the device? (Research data, University data) |  |
| What is the [category](http://www.lboro.ac.uk/services/registry/information-governance/policy2/) of data stored on the device? |  |
|  | |
| Is there any further information you feel might be useful? |  |