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THE UNIVERSITY OF CHICAGO OFFICE OF THE CHIEF INFORMATION OFFICER MEMORANDUM

MEMORANDUM FOR THE CHIEF INFORMATION OFFICER
FROM THE DEPARTMENT OF INFORMATION TECHNOLOGY
SUBJECT: SECURITY INCIDENT REPORT

On [Date], a security incident was reported involving [Description]. The incident was identified by [Source] and involved [Details].

The incident was investigated by the Information Security Team. The findings indicate that [Details]. The root cause of the incident was [Details].

It is recommended that [Recommendations] be implemented to prevent a recurrence of this incident. The Information Security Team will continue to monitor the situation.

The Information Security Team will provide further updates as more information becomes available. Please contact the team if you have any questions or concerns.

This memorandum is for your information. If you have any questions or concerns, please contact the Information Security Team. Thank you for your attention to this matter.

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