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<b>Organisation</b>		<b>Department</b>		<b>Date</b>	
<b>Aspect</b>	<b>E.1 Organisational and Management Issues</b>	<b>Auditor</b>		<b>Audit ref:</b>	
<b>Data Protection Issue</b>		<b>Document reference(s)</b>	<b>Comments</b>		<b>Result</b>
<b>E.1.1 The Data Protection System</b>					
a) Data Protection Policy					
b) Staffing and Reporting Structures					
c) Staff Awareness & Training					
d) Planning and Implementation					
e) System Audit and Review					
<b>E.1.2 Documentation Issues</b>					
a) Data Protection Procedures					
b) Job Descriptions and Staff Contracts					
c) Data collection					
<b>E.1.3 Key Business Processes</b>					
a) Key Business Processes					
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<b>Aspect</b>	<b>E.2 The Eight Data Protection Principles</b>	<b>Auditor</b>		<b>Audit ref:</b>	
<b>Data Protection Issue</b>		<b>Document reference(s)</b>	<b>Comments</b>		<b>Result</b>
<b>E.2.1 The First Principle</b>					
a) Categories of Personal Data					
b) Schedule 2 - Grounds for Legitimate Processing of Personal Data					
c) Schedule 3 - Grounds for Legitimate Processing of Sensitive Personal Data					
d) Obtaining personal data					
e) Lawful Processing					
f) Fair Processing					
g) Exemptions from the First Data Protection Principle					
<b>E.2.2 The Second Principle</b>					
a) Uses of Personal Data within the organisation					
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<b>E.2.2 The Second Principle (continued)</b>					
b) Use of Existing Personal Data for new purposes					
c) Disclosures of Data					
<b>E.2.3 The Third Principle</b>					
a) Adequacy and relevance of Personal Data					
<b>E.2.4 The Fourth Principle</b>					
a) Accuracy of Personal Data					
b) Keeping Personal Data up-to-date					
<b>E.2.5 The Fifth Principle</b>					
a) Retention Policy					
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<b>E.2.5 The Fifth Principle (continued)</b>					
b) Review and deletion of Personal Data					
<b>E.2.6 The Sixth Principle</b>					
a) Subject access					
b) Appropriate withholding of personal data in response to a subject access request					
c) Processing that may cause Damage or Distress					
d) Dealing with Notices served by individuals					
e) Automated Decision Taking					
f) Rectification, blocking, erasure and destruction					
g) Staff awareness					
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<b>Data Protection Issue</b>		<b>Document reference(s)</b>	<b>Comments</b>		<b>Result</b>
<b>E.2.7 The Seventh Principle</b>					
a) Security policy					
b) Unauthorised or unlawful processing of data					
c) Ensuring reliability of Staff					
d) Destruction of Personal Data					
e) Contingency Planning - Accidental loss, destruction, damage to personal data					
<b>E.2.8 The Eighth Principle</b>					
a) Adequate Levels of Protection					
b) Exempt transfers					
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<b>Aspect</b>	<b>E.3 Other Data Protection Issues</b>	<b>Auditor</b>		<b>Audit ref:</b>	
<b>Data Protection Issue</b>		<b>Document reference(s)</b>	<b>Comments</b>		<b>Result</b>
<b>E.3.1 Using Data Processors</b>					
a) Choosing a Data Processor					
b) Contract Initiation					
c) Contract review					
d) Contract modifications					
e) Contract breaches					
<b>E.3.2 Notification</b>					
a) Notification to the Commissioner					
b) Notification Maintenance					
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<b>E.3.3 Transitional Provisions</b>					
a) Processing Already under way determined					
b) The first and second transitional periods					
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