

IC	E: Adequacy Audit Checklists			Page	1
Organisation		Department		Date	
Aspect	E.1 Organisational and Management Issues	Auditor		Audit ref:	
Data Protection Issue		Document reference(s)	Comments		Result
E.1.1 The Data Protection System					
a) Data Protection Policy					
b) Staffing and Reporting Structures					
c) Staff Awareness & Training					
d) Planning and Implementation					
e) System Audit and Review					
E.1.2 Documentation Issues					
a) Data Protection Procedures					
b) Job Descriptions and Staff Contracts					
c) Data collection					
E.1.3 Key Business Processes					
a) Key Business Processes					
KEY:	✓ = Issue addressed adequately ? = Issue not addressed adequately ✕ = No reference found to issue in documentation				