

IC	F: Compliance Audit Checklists: Organisational & Management Issues			Page	9
Organisation		Auditee		Date	
Aspect	F.2 Documentation Issues	Auditor		Audit ref:	
Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
F.2.1 Data Protection Procedures (Good Practice- Observations Only)					
a) Has the organisation described the arrangements and processes used to implement its Data Protection Policy in the form of documented procedures?					
b) If the organisation has produced formal Data Protection procedures are they distributed to all members of staff who need to be aware of their contents?					
c) If the organisation has produced formal Data Protection procedures are they subject to regular review, e.g. via internal Data Protection Audits?					
d) If the organisation has produced formal Data Protection procedures are they managed via an existing document control system such as ISO 9000?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

IC	F: Compliance Audit Checklists: Organisational & Management Issues			Page	10
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Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
F.2.2 Job Descriptions and Staff Contracts (Good Practice - Observations Only)					
a) Are the Data Protection Act responsibilities and duties of staff who are involved in the handling of personal data clearly defined in their Contracts and/or Conditions of Employment?					
b) Are the processes and procedures required to safeguard data protection clearly defined in the Job Descriptions of staff who handle personal data?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

IC	F: Compliance Audit Checklists: Organisational & Management Issues			Page	11
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F.2.3 Data Collection					
a) When changes are made to either current data collection forms or software, how and at what stage are they reviewed for Data Protection Act compliance prior to implementation?					
b) When new <i>forms</i> are designed for data collection purposes, how are they checked for Data Protection compliance?					
c) When procuring new <i>software</i> for data collection purposes, how is it checked for Data Protection compliance? (Cross reference with section F.3.1 c)					
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