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Organisation		Department		Date	
Aspect	G.2 The Second Principle	Auditor		Audit ref:	
Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
G.2.1 Uses of Personal Data within the organisation					
a) What are the procedures for maintaining a comprehensive and up-to-date record of use of personal data?					
b) How often is this record checked?					
c) Does the record include all equipment which can process personal data and data held in relevant filing systems?					
d) Does the record cover processing carried out on your behalf (e.g. by a Data Processing Bureau)?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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G.2.2 Notifying the Data Subject					
a) What is the procedure for notifying (where necessary) the data subject of the purpose for processing their personal data? (Cross reference with section G.1.6 of the First Principle)					
G.2.3 Notification to the Commissioner					
See Annex H, section H.2					
G.2.4 Use of Existing Personal Data for new purposes					
a) How is the use of existing personal data for new purposes communicated to:- <ul style="list-style-type: none"> the data subject, the person responsible for Notification within the organisation, and the Information Commissioner? b) What checks are made to ensure that further processing is not incompatible with its original purpose?					
G.2.5 Notification Maintenance					
See Annex H, section H.2					
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G.2.6 Disclosures of Data					
a) Is there a departmental/organisational policy on disclosures of data within your organisation/to third parties?					
b) Has it been documented?					
c) How are staff made aware of this policy/instructed to make disclosures?					
d) How are individuals/data subjects made aware of disclosures of their personal data?					
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G.2.6 Disclosures of Data (continued)					
e) Do you assess the compatibility of a 3 rd party's use of the personal data to be disclosed? (If no, go to Section G.3.1)					
f) If so, how do you make the assessment?					
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