### G.2 The Second Principle

<table>
<thead>
<tr>
<th>Question/Check</th>
<th>Evidence (Documents) Examined</th>
<th>Findings and Observations</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) What are the procedures for maintaining a comprehensive and up-to-date record of use of personal data?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) How often is this record checked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Does the record include all equipment which can process personal data and data held in relevant filing systems?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Does the record cover processing carried out on your behalf (e.g. by a Data Processing Bureau)?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- **COM** = Complies
- **MAJ** = Major Non-compliance
- **MIN** = Minor Non-compliance
- **OBS** = Observation
<table>
<thead>
<tr>
<th>Question/Check</th>
<th>Evidence (Documents) Examined</th>
<th>Findings and Observations</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G.2.2 Notifying the Data Subject</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G.2.3 Notification to the Commissioner</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See Annex H, section H.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G.2.4 Use of Existing Personal Data for new purposes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) How is the use of existing personal data for new purposes communicated to:— • the data subject, • the person responsible for Notification within the organisation, and • the Information Commissioner?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) What checks are made to ensure that further processing is not incompatible with its original purpose?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G.2.5 Notification Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See Annex H, section H.2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:** COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation
### G.2.6 Disclosures of Data

<table>
<thead>
<tr>
<th>Question/Check</th>
<th>Evidence (Documents) Examined</th>
<th>Findings and Observations</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Is there a departmental/organisational policy on disclosures of data within your organisation/to third parties?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Has it been documented?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) How are staff made aware of this policy/instructed to make disclosures?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) How are individuals/data subjects made aware of disclosures of their personal data?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- **COM** = Complies
- **MAJ** = Major Non-compliance
- **MIN** = Minor Non-compliance
- **OBS** = Observation
<table>
<thead>
<tr>
<th>Question/Check</th>
<th>Evidence (Documents) Examined</th>
<th>Findings and Observations</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>e) Do you assess the compatibility of a 3rd party's use of the personal data to be disclosed? (If no, go to Section G.3.1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) If so, how do you make the assessment?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- COM = Complies
- MAJ = Major Non-compliance
- MIN = Minor Non-compliance
- OBS = Observation