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<b>Organisation</b>		<b>Department</b>		<b>Date</b>	
<b>Aspect</b>	<b>G.3 The Third Principle</b>	<b>Auditor</b>		<b>Audit ref:</b>	
<b>Question/Check</b>		<b>Evidence (Documents) Examined</b>	<b>Findings and Observations</b>		<b>Result</b>
<b>G.3.1 Adequacy and relevance of Personal Data</b>					
a) Why are you holding the personal data?					
b) How is the <i>adequacy</i> of personal data for each purpose determined? (Please give examples.)					
c) How is an assessment made as to the <i>relevance</i> (i.e. no more than the minimum required) of personal data for the purpose for which it is collected?					
d) (i) What are the procedures for periodically checking that data collection procedures are adequate, relevant and not excessive in relation to the purpose for which data are being processed? (ii) How often are these procedures reviewed?					
<b>KEY:</b> COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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<b>G.3.1 Adequacy and relevance of Personal Data (continued)</b>					
e) Do you have any procedures for assessing the amount and type of personal data collected for a particular purpose? If so, what are they?					
f) Are items of personal data held in every case when they are only relevant to some?					
g) If staff are allowed to enter free text, what guidance is given to ensure its relevance?					
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