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<b>Aspect</b>	<b>G.4 The Fourth 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.4.1 Accuracy of Personal Data</b>					
a) Are personal data evaluated to establish the degree of damage to both the data subject/data controller that could be caused through inaccuracy?					
b) How, and how often, are personal data checked for accuracy? Please give examples:					
c) In which circumstances is the accuracy of the personal data checked with the Data Subject? Please give examples:					
d) (i) Is the accuracy of personal data assessed at the time of collection from sources other than the data subject to whom the data relates?  (ii) If so, how?					
<b>KEY:</b> COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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<b>G.4.1 Accuracy of Personal Data (continued)</b>					
e) (i) Are the sources of personal data (i.e. Data Subject, Data User, or third party) identified in the record? (ii) If so, how? Please give examples. (iii) Is there any facility to record notifications received from the data subject that they believe their data to be inaccurate?					
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<b>G.4.2 Keeping Personal Data Up-to-Date</b>					
a) Are personal data evaluated to establish the degree of damage to: <ul style="list-style-type: none"> <li>the data subject or</li> <li>data controller</li> </ul> that could be caused through being out of date?					
b) Are there procedures to determine when and how often personal data requires updating?					
c) Are there procedures to monitor the factual relevance, accuracy and timeliness of free text options or other comments about individuals?  (Cross-reference with Section G.3.1 on the Third Principle).					
d) (i) Are data duplicated and held separately at different locations by different departments?  (ii) If so, how are updates/amendments communicated to all parties with copies of the data?					
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<b>G.4.2 Keeping Personal Data Up-to-Date (continued)</b>					
e) How are third parties to whom the data has been disclosed, informed of any amendments to the personal data? (This is best practice).					
f) How are complaints about inaccuracies dealt with?					
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