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Organisation		Department		Date	
Aspect	H.2 Notification	Auditor		Audit ref:	
Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
H.2.1 Notification to the Commissioner					
a) Who is responsible for the organisation's notification to the Commissioner?					
b) Can the person(s) responsible for Notification be identified by staff within the organisation?					
c) To what extent do the Notification entries reflect the actual processing of data?					
d) How often is this point reviewed?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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H.2.1 Notification to the Commissioner (continued)					
e) Are the registered purposes lawful and do they comply with any legal constraints to which the organisation is subject?					
f) Does each notification entry adequately reflect the personal data that are held?					
g) Are any exemptions from notification relied upon?					
h) If any exemption is relied upon, how is continued compliance with the terms of the exemption maintained?					
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Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
H.2.2 Notification Maintenance					
a) What are the procedures for keeping the Notification entry up-to-date?					
b) How are staff kept informed of how the Notification entry correspond to their work?					
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