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Organisation		Department		Date	
Aspect	H.3 Transitional Provisions	Auditor		Audit ref:	
Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
H.3.1 Processing Already under way					
a) Has your organisation distinguished between 'processing already under way' and new processing started after October 24 th 1998 to identify data which is subject to the Data Protection Act 1998? If so, how?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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H.3.2 Dual Regime					
a) What steps have been taken to ensure that the organisation's working practices and systems take account of personal data which are subject to the Data Protection Act 1998 and personal data which are not?					
b) Has data eligible for continuing under the terms of the Data Protection Act 1984 been clearly identified within the organisation?					
c) What guidance, if any, has been given to staff on how to operate this dual regime?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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H.3.3 The first and second transitional periods					
a) How are personal data added after the 24 th October 1998, identified?					
b) What are the procedures for identifying personal data that may be exempt until October 24 th 2001?					
c) How is the organisation preparing to incorporate Manual Data within the organisation's Data Protection system after October 24 th 2001?					
d) Has the organisation prepared procedures for changing the way eligible data are processed after the first transitional period ends in 2001 and the 2 nd transitional period ends in 2007?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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H.3.3 The first and second transitional periods (continued)					
e) If so, what are these procedures?					
f) How have staff been instructed to process data once transitional relief no longer applies?					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					