

Data Privacy Internal Audit Form

Audit Date

Auditor Name

Department/Unit

Data Collection & Processing

Types of personal data collected

Purpose of data processing

Data collection methods

Data Access & Security

Access controls in place

Security measures implemented

Data Sharing & Third Parties

Is personal data shared with third parties?

List of third parties and purpose

Data Retention & Disposal

Data retention policy in place?

Methods for secure disposal of data

Compliance & Training

Staff awareness of data privacy policies

Last privacy training date

Audit Findings & Observations

Recommendations