

# Data Privacy Process Change Documentation

## 1. Change Overview

Title of Change

Date

Prepared By

Department/Team

## 2. Description of Change

Description

Reason for Change

## 3. Impact Assessment

Systems/Processes Affected

Data Categories Impacted

Risks & Mitigations

## 4. Change Details

Current Process	Proposed Change	Owner

## 5. Stakeholder Review

Name	Role	Reviewed On	Comments

## 6. Approval

Approved By

Date of Approval