

INTERNAL CONTROL DATA AUDIT

		Yes	No	Date Tested	Comments
1	The Data Controller has maintained an asset register of personal data held, which is managed in accordance with our Retention Policy.	Y			
2	The Data Controller has complied with its statutory duty to ensure that it has a safe and secure system for the storage of data.	Y			
3	The Data Controller has ensured that its data is processed lawfully and transparently.	Y			
4	The Data Controller has made the data subject aware of the purpose for gathering attributable data and has not used this information for any other than its authorised purpose.	Y			When replying to letters / emails / phone calls – quote privacy paragraph when this info is to be shared
5	The Data Controller has ensured that all data held by the Authority is held within the European Union.	Y			
6	Where the Data Controller acquires attributable data, it has ensured an 'opt in' system with clear information available to the public.	Y			Privacy policy on website
7	The Data Controller has maintained an adequate system of internal controls during the year for the effective management of its data.	Y			
8	The Data Controller has carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks.	Y			Data Register refers
9	The Data Controller has taken action wherever appropriate in response to recommendations by the Data Protection Officer.	Y			Not applicable to date
10	The Data Controller has reported any breach of the General Data Protection Regulations to the Information Commissioner and taken the necessary steps to respond to the breach.		N		Not applicable to date
11	The Data Controller has managed its data in accordance with the statutory rights of the public.	Y			

Completed by: Gillian Thompson, Clerk / DPO

Date completed: 28th June 2018

Date reported to Council and Minute reference: 13th August 2018, Minute 196b/2018.

Signed:

