|  |
| --- |
|  |
| **Policies / Procedures** |
|[ ]  IT and Security Policy |
|[ ]   Social Media Policy |
|[ ]  CCTV Policy \*if required |
|[ ]  Acceptable Use Policy |
|[ ]  Data Protection Policy |
|[ ]  Bring Your Own Device Policy |
|[ ]  Remote / Off-site Working Policy |
|[ ]  Backup Procedure |
|[ ]  Disaster Recovery Plan |
|[ ]  Incident Management Procedure |
|  |   |
| **Due Diligence and Recording** |
|[ ]  Supplier Audit and Compliance Verification |
|[ ]  Supplier Contracts |
|[ ]  Risk Assessments |
|[ ]  Incident / Breach Procedure  |
|[ ]  Record of Incidents / Breaches |
|   |   |
| **Data Protection Documentation** |
|[ ]  Data Protection Impact Assessments |
|[ ]  Record of Processing Activities (ROPA) |
|[ ]  Data / Information Audit |
|[ ]  Data Sharing Agreements |
|[ ]  Retention Schedule |
|[ ]  Record of Data Disposal / Destruction |