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| **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 | |