

# GDPR Compliance Audit Report

Client Name: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Consulting Provider: \_\_\_\_\_

Auditor(s): \_\_\_\_\_

## 1. Executive Summary

Brief overview of the audit scope, objectives, methodology, and key findings regarding GDPR compliance of the Consulting Services provided.

## 2. Scope and Objectives

- Purpose of the audit
- Business units/services covered
- Relevant data processing activities
- Time period reviewed

## 3. Methodology

- Document reviews
- Interviews
- System observations
- Sampling techniques

## 4. Findings & Observations

| # | GDPR Requirement                   | Observation | Status                    | Recommendation |
|---|------------------------------------|-------------|---------------------------|----------------|
| 1 | Lawful Basis for Processing        | _____       | Compliant / Non-compliant | _____          |
| 2 | Data Subject Rights                | _____       | Compliant / Non-compliant | _____          |
| 3 | Data Protection Impact Assessments | _____       | Compliant / Non-compliant | _____          |

## 5. Risk Assessment

1. Description of identified risks
2. Potential impact
3. Likelihood
4. Risk rating

## 6. Recommendations and Action Plan

- Summary of key recommendations
- Responsible party
- Target implementation date

## 7. Conclusion

Summary statement regarding the overall GDPR compliance status and next steps.

## **8. Appendices**

- Supporting documents
- Interview list
- Data flow diagrams
- Audit evidence log