

# Data Privacy Compliance Review Form

## Project / Process Details

Project/Process Name

Department

Reviewed By

Review Date

## Data Inventory

Types of Personal Data Processed

e.g. names, emails, addresses, etc.

Sources of Personal Data

Purpose of Data Processing

## Compliance Checklist

- ☐ Is consent obtained where required?
- ☐ Is privacy notice provided to data subjects?
- ☐ Is there a process for data subject access requests?
- ☐ Are security measures in place to protect personal data?
- ☐ Is there a defined data retention policy?

## Risk Identification

Identified Risks (if any)

Recommended Actions / Mitigation