GDPR SELF AUDIT MONITOR

What is the GDPR Self-Audit Report ?

The GDPR Self-Audit Report is an excel document that records and summarises and measures a department's scores against a number of GDPR compliance actions. It has been developed with input from some AIN representatives, the business and the Audit & Risk Team.

3 - Fully implemented
2 - Partially implemented
1- Not yet implemented
0- Not applicable

How Will It Be Used ?

The report will be used to ;

- Identify by individual department the % of Compliance Actions that are fully implemented, partially implemented etc. and summarise this by function in a graph.
- Identify where departments need to focus attention to improve compliance levels and reduce risk.
- Allow function heads to look for comparisons and trends amongst their collective departments.
- Provide updates on GDPR compliance to Directors, Managers, Staff and the Data Protection Officer and Committees.

How to Complete It

Each department should decide their own internal steps for completing the report. In discussions held with some AIN representatives and business users, the following was proposed as good practice.

- A master copy should be placed on a shared folder.
- A person from each of the relevant sub-departments (i.e. The Commons and Epping Forest will be sub-departments of Open Spaces) will access and update the report by entering a score between 0 and 3 against the action.
- The "Exceptions" column should be used to add supporting comments.
- When all sub-departments are complete, the file should be saved as an overall summary for the department, in this case Open Spaces.
- The completed report will be saved to the shared folder and sent to the GDPR Compliance team. information.officer@cityoflondon.gov.uk
- Subsequent reports will be produced by cutting and pasting the latest version scores into the previous version.
- The graphs will be completed by the Compliance team.

When to Complete It

A first report should be sent to the Compliance Team by the 7th November. Thereafter the report should be sent to the Compliance Team by the 7th December, 7th January etc..

As this is a self-assessment report; random checks will be carried out to obtain supporting evidence for the scores.