

Data Privacy Compliance Audit Template

General Information

Organization Name:

Audit Date:

Auditor Name:

Location:

Scope of Audit

Key Contact Persons

Name	Position	Email	Phone

Checklist

Area	Compliance Requirement	Status (Yes/No/N.A.)	Notes / Comments
Data Collection	Are individuals informed about data collection practices?		
Data Processing	Is data processed according to lawful bases?		
Data Storage	Is stored data secured adequately?		
Data Retention	Are retention and deletion policies in place?		
Third-Party Sharing	Is third-party data sharing governed by contracts?		
Data Subject Rights	Are mechanisms in place for access and deletion requests?		
Incident Management	Is there a procedure for data breach response?		

Findings

Recommendations

Auditor's Signature

Date: _____