Blank IT Audit Checklist Template

Data Security Compliance

General Information

Audit Title:	
Auditor(s):	
Department/Area:	
Date:	

Audit Checklist

#	Item / Control	Compliant	Evidence / Observations	Action Required
1	Are user access rights reviewed regularly?			
2	Is sensitive data encrypted at rest and in transit?			
3	Are software updates and patches applied timely?			
4	Is there an incident response plan in place?			
5	Are regular data backups performed and tested?			
6	Are physical access controls enforced for sensitive areas?			
7	Is multi-factor authentication enabled for critical systems?			
8	Are security awareness trainings conducted for staff?			

Additional Notes

Enter notes, observations, or follow-up actions here.