

INFORMATION GOVERNANCE POLICIES

7	Corporate Risk Policy
8	Data Protection Policy (MANDATORY)
18	Privacy Policy - External (MANDATORY)
19	Privacy Policy - Internal (MANDATORY)
20	Information Security Management Policy (ISMP)
26	Data Protection Training Policy
28	Processors Policy (controller-to-processor)
31	Data Sharing Policy (controller-to-controller)
39	Records of Processing Activities (ROPA) Policy
41	Definition of Consent Policy
43	Children's Data Policy
44	Granting of Consent Policy
46	Withdrawal of Consent Policy
48	Data Subject Rights (DSR) Policy
51	Data Retention Policy (MANDATORY)
54	Data Minimisation Policy
56	Data Quality Policy
58	Data Protection Impact Assessment (DPIA) Policy
61	Security Incident/Breach Notification Policy

INFORMATION GOVERNANCE PROCEDURES

63

Audit Policy

66	Data Protection Officer - Decision to Appoint Procedure
69	Data Protection Training Needs Assessment Procedure
71	Transfers of Personal Data to Third Countries or International Organisations
	Procedure



INFORMATION GOVERNANCE PROCEDURES

100	Selecting and Appointing Processors Procedure
103	Auditing Processors Procedure
125	Decommissioning Processors Procedure
129	Data Sharing Procedure (controller-to-controller)
132	Data Subject Rights (DSR) Procedure
135	Data Subject Access Request (DSAR) Procedure
147	Data Subject Request for Erasure Procedure
150	Data Subject Request for Rectification Procedure
152	Data Subject Request for Restriction of Processing Procedure
155	Data Subject Right to Object to Processing, Including Marketing, Automated
	Decisions and Profiling Procedure
160	Data Subject Right to Data Portability Procedure
163	Complaints Procedure
166	Data Subject Right to Judicial Remedy Procedure
168	Data Subject Right to Compensation Procedure
170	Retention and end-of-life of Personal Data Procedure
173	Data Quality Procedure
176	Data Minimisation Procedure
178	Data Protection Impact Assessment (DPIA) Procedure
182	Legitimate Interest Assessment (LIA) Procedure
187	Security Incident/Breach Notification Procedure (MANDATORY)
198	Audit Procedure

IINFORMATION GOVERNANCE TOOLKITS, TEMPLATES & FORMS

203	Data Protection Officer Job Description (MANDATORY)
207	Information Governance Steering Group Roles and Responsibilities
210	Curriculum for Data Protection Induction Training
211	Curriculum for Data Protection Refresher Training
212	Curriculum for Data Protection Awareness Training
213	Privacy Policy Checklist
215	Privacy Policy Template - External
220	Privacy Policy Template - Internal



IINFORMATION GOVERNANCE TOOLKITS, TEMPLATES & FORMS

233	Standard Contractual Clauses for Inclusion in a Controller-to-Processor
	Contract (MANDATORY)
258	Decommissioning a Processor Checklist
263	Processor Due Diligence Questionnaire
281	Template Processor Details Record
284	Template Joint Controller Details Record
288	Template Controller Details Record
290	Template Data Sharing Agreement (MANDATORY)
308	Template Consent Form (MANDATORY)
310	Template Withdrawal of Consent Form (MANDATORY)
311	Template Parental Consent Form (MANDATORY)
313	Template Withdrawal of Parental Consent Form (MANDATORY)
315	Data Protection Impact Assessment (DPIA) Tool
327	Nonconformity/Corrective Action Report
330	Summary of Nonconformities
332	Audit Summary
334	Data Subject Access Request (DSAR) Form
338	Data Subject Access Request (DSAR) Checklist
342	Data Subject Erasure Request Checklist
345	Legitimate Interest Assessment Checklist
354	Security Incident/Breach Report Form (MANDATORY)

INFORMATION GOVERNANCE GUIDANCE

361	Mandatory Documents for GDPR Compliance
363	Risk-Based Approach to Information Governance
373	Guide to Data Protection by Design and Default (DPbDD)
379	Data Protection Officer - Guidance on Decision to Appoint
384	Information Governance Steering Group - Guidance on Assembling One
388	Information Asset Register - Guidance on What to Include
392	Guidance on Appointing a Processor
410	Guidance on Identity Verification



INFORMATION GOVERNANCE GUIDANCE

- 415 Consent Guidance and Checklist
- **423** Guidance on Key Performance Indicators (KPIs)

INFORMATION GOVERNANCE REGISTERS OF PROCESSING ACTIVITIES

426	Data Protection Risk Register
503	Register of Data Protection Training Needs Assessment
505	Register of Data Protection Training Records
506	Information Asset Register Change History Record
513	Register Of Processing Activities (ROPA) (MANDATORY if more than 250
	employees)
517	Register of Legitimate Interest Assessments (LIAs)
518	Register of Transfers of Personal Data to Third Countries or International
	Organisations
519	Register of Adequacy Assessments
520	Register of Contracts Using Model Contract Clauses
521	Data Retention Schedule (MANDATORY)
522	Register of Privacy Notices
524	Register of Processors
526	Register of Controllers
527	Register of Joint Controllers
529	Register of Data Sharing Agreements
530	Register of ad hoc Data Sharing
531	Register of Data Protection Impact Assessments (DPIAs) (MANDATORY)
532	Register of Data Subject Rights Requests (DSRs)
534	Register of Data Minimisation Reviews and Actions Taken
535	Register of Security Incidents/Breaches - Internal (MANDATORY)
537	Register of Breaches Reported to Supervisory Authority
539	Register of Nonconformity/Corrective Action Reports
540	Audit Schedule
547	Register of Audits Performed