PRIVACY REVIEW CHECKLIST

Preparing for a privacy review

Use this checklist to organise existing information. Do not create or send unnecessary copies of personal records. Agree a secure exchange method with your consultant.

- [ ] Nominate the project contact and decision-maker.
- [ ] Identify teams using customer, employee or other personal information.
- [ ] List systems, cloud tools, storage locations and key suppliers.
- [ ] Gather privacy notices, policies, procedures and relevant contracts.
- [ ] Record data categories, purposes, sharing and retention periods.
- [ ] Identify overseas processing and supplier access.
- [ ] Summarise access reviews, staff briefings and incident procedures.
- [ ] Record known gaps, priorities and planned changes.
- [ ] Agree staff availability, scope and project milestones.
- [ ] Remove passwords, access tokens and unnecessary personal data from evidence.

Prepared: 25 October 2026. This is a preparation aid, not a legal checklist or proof of compliance.

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