### Privacy Audit Review Checklist (1.0)

#### Before start of review

**Sign-In**

- Review scope has provided:
  - System Description
  - Audit Scope
  - Security Status
  - R&D Team Contacts
  - Business Owner

- Does the system collect:
  - Personal Details and/or identifiers? (PII)
  - Location or Geographical Data? (PII)
  - Financial Data? (PCI, SOX)
  - Health data? (HIPAA)
  - Child related information? (COPPA)
  - Communication or social information?
  - User-generated content?
  - Usernames, Passwords or Authentication Tokens?

- Is the system deployed
  - In-house vs In-cloud?
  - Geographical areas? (eg: China)
  - Utilises 3rd parties?

- Data purpose & usage
  - Primary, Secondary
  - 3rd party usage
  - Marketing, Advertising
  - Profiling
  - Caching, Temporary Storage of Data

- Cross-check previous audits (if made)

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#### At checkpoints during formal review

**Time-Out**

- Confirm all review team members have introduced themselves by name and role

- All team members state:
  - Anticipated Events Listed
  - Documentation Available

- Data classification:
  - Security, Information, Provenance, Usage, Purpose
  - Data retention & deletion
  - Encryption requirements

- Data Flow:
  - Sources, inputs and output flows.
  - Logical and physical data locations
  - Infrastructure and protocols
  - Channel & content security & encryption

- Legal:
  - Notice, Consents, Terms, Conditions, Policies
  - Data Access (Internal & legal authority)

- UX/UI:
  - Display and update of relevant policies
  - Consent mechanisms

- Procedural and Human Factors
  - Access Control & Partitioning
  - Back-office procedures

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#### Before customer report

**Sign-Out**

- Confirm review contents, results and recommendations

- All team members to confirm:
  - All information shared within the review team
  - Data classification performed
  - Data flow performed
  - Legal review performed
  - UX review performed

- Key recommendations made and communicated
- Specific risks recorded and communicated
- Follow-up schedule agreed and communicated
- Data destruction timings and procedures communicated

- Results and review documentation archived

- Internally review audit process, outcome and suggest improvements if necessary

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This checklist is not intended to be comprehensive. Additions and modification to fit local practice and context are encouraged.
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<td><strong>Sign-In</strong></td>
<td><strong>Time-Out</strong></td>
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<td>- System Description</td>
<td>- Ensure all documentation is available to all audit team members as necessary</td>
<td>- All review data shared with audit team</td>
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<td>- Data classification performed</td>
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<td>- Security Status</td>
<td>- Data Flow modelling performed</td>
<td>- Specific risks recorded</td>
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<td>- R&amp;D Team Contacts</td>
<td>- Legal checks and compliances performed</td>
<td>- Follow-up schedule agreed</td>
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<td>- Business Owner</td>
<td>- UX/UI review performed</td>
<td>- Data destruction timings and procedures</td>
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<td>- List the collected data</td>
<td>- Procedural and Human Factors reviewed and documented</td>
<td>- Results and review documentation archived</td>
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<td>- Describe deployment</td>
<td></td>
<td>- All of the above communicated to all parties as necessary</td>
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