

Right to be Informed Questionnaire

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.

Based upon the Information Commissioner's Office (ICO) Right to be Informed guidance, these 35 questions are designed to determine the current status of your organisation's awareness and processes for privacy notices.

Yes	No	Part 1: We provide individuals (i.e. employees, clients) with all the following privacy information:
<input type="checkbox"/>	<input type="checkbox"/>	The name and contact details of our organisation.
<input type="checkbox"/>	<input type="checkbox"/>	The name and contact details of our representative (<i>if applicable</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The contact details of our data protection officer (<i>if applicable</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The purposes of the processing.
<input type="checkbox"/>	<input type="checkbox"/>	The lawful basis for the processing.
<input type="checkbox"/>	<input type="checkbox"/>	The legitimate interests for the processing (<i>if applicable</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The categories of personal data obtained (<i>if the personal data is not obtained from the individual it relates to</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The recipients or categories of recipients of the personal data.
<input type="checkbox"/>	<input type="checkbox"/>	The details of transfers of the personal data to any third countries or international organisations (<i>if applicable</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The retention periods for the personal data.
<input type="checkbox"/>	<input type="checkbox"/>	The rights available to individuals in respect of the processing.
<input type="checkbox"/>	<input type="checkbox"/>	The right to withdraw consent (<i>if applicable</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The right to lodge a complaint with a supervisory authority.
<input type="checkbox"/>	<input type="checkbox"/>	The source of the personal data (<i>if the personal data is not obtained from the individual it relates to</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The details of whether individuals are under a statutory or contractual obligation to provide the personal data (<i>if applicable, and if the personal data is collected from the individual it relates to</i>).
<input type="checkbox"/>	<input type="checkbox"/>	The details of the existence of automated decision-making, including profiling (<i>if applicable</i>).
Yes	No	Part 2: When to Provide It
<input type="checkbox"/>	<input type="checkbox"/>	We provide individuals with privacy information at the time we collect their personal data from them.

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Yes	No	Part 1: We provide individuals (i.e. employees, clients) with all the following privacy information:
		If we obtain personal data from a source other than the individual it relates to, we provide them with privacy information:
<input type="checkbox"/>	<input type="checkbox"/>	within a reasonable of period of obtaining the personal data and no later than one month;
<input type="checkbox"/>	<input type="checkbox"/>	if we plan to communicate with the individual, at the latest, when the first communication takes place; or
<input type="checkbox"/>	<input type="checkbox"/>	if we plan to disclose the data to someone else, at the latest, when the data is disclosed.
Yes	No	Part 3: We provide the information in a way that is:
<input type="checkbox"/>	<input type="checkbox"/>	Concise
<input type="checkbox"/>	<input type="checkbox"/>	Transparent
<input type="checkbox"/>	<input type="checkbox"/>	Intelligible
<input type="checkbox"/>	<input type="checkbox"/>	Easily accessible
<input type="checkbox"/>	<input type="checkbox"/>	Uses clear and plain English
Yes	No	Part 4: Changes to the Information
<input type="checkbox"/>	<input type="checkbox"/>	We regularly review and, where necessary, update our privacy information.
<input type="checkbox"/>	<input type="checkbox"/>	If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.
Yes	No	Part 5: Drafting and Delivering the Information
<input type="checkbox"/>	<input type="checkbox"/>	We undertake an information audit to find out what personal data we hold and what we do with it.
<input type="checkbox"/>	<input type="checkbox"/>	We put ourselves in the position of the people we're collecting information about.
<input type="checkbox"/>	<input type="checkbox"/>	We carry out user testing to evaluate how effective our privacy information is.
		When providing our privacy information to individuals, we use a combination of appropriate techniques, such as:

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Yes	No	Part 1: We provide individuals (i.e. employees, clients) with all the following privacy information:
<input type="checkbox"/>	<input type="checkbox"/>	a layered approach;
<input type="checkbox"/>	<input type="checkbox"/>	dashboards;
<input type="checkbox"/>	<input type="checkbox"/>	just-in-time notices;
<input type="checkbox"/>	<input type="checkbox"/>	icons; and
<input type="checkbox"/>	<input type="checkbox"/>	mobile and smart device functionalities.
If your 'yes' score is:	Managing Privacy Notices: Organisational Status	
0-6	At Risk: non-compliant GDPR privacy notice(s).	
7-14	Average: Basic privacy notice(s) in place.	
15-24	Well-Managed: Good level of privacy notice(s) in place and used.	
25-35	Excellent: High awareness, privacy notice processes in place, used and routinely reviewed.	

Right of Access (Subject Access Request) Questionnaire

Based upon the Information Commissioner’s Office (ICO) Right of Access guidance, these 8 questions are designed to determine the current status of your organisation’s awareness and processes for handling subject access requests.

Yes	No	Part 1: Preparing for Subject Access Requests
<input type="checkbox"/>	<input type="checkbox"/>	We know how to recognise a subject access request and we understand when the right of access applies.
<input type="checkbox"/>	<input type="checkbox"/>	We have a policy for how to record requests we receive verbally.
<input type="checkbox"/>	<input type="checkbox"/>	We understand when we can refuse a request and are aware of the information we need to provide to individuals when we do so.
<input type="checkbox"/>	<input type="checkbox"/>	We understand the nature of the supplementary information we need to provide in response to a subject access request.
Yes	No	Part 2: Complying with Subject Access Requests
<input type="checkbox"/>	<input type="checkbox"/>	We have processes in place to ensure that we respond to a subject access request without undue delay and within one month of receipt.
<input type="checkbox"/>	<input type="checkbox"/>	We are aware of the circumstances when we can extend the time limit to respond to a request.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that there is a particular emphasis on using clear and plain language if we are disclosing information to a child.
<input type="checkbox"/>	<input type="checkbox"/>	We understand what we need to consider if a request includes information about others.
If your ‘yes’ score is:	Handling Subject Access Requests: Organisational Status	
0-2	At Risk: Little to no awareness or processes in place.	
2-4	Average: Some awareness and basic processes in place.	
5-6	Well-Managed: Good level of awareness, SAR process in place and used.	
7-8	Excellent: High awareness, SAR processes in place, used and learned from.	

Personal Data Breach Questionnaire

Based upon the Information Commissioner’s Office (ICO) Personal Data Breach guidance, these 12 questions are designed to determine the current status of your organisation’s awareness and processes for handling personal data breaches.

Yes	No	Part 1: Personal Data Breach Awareness
<input type="checkbox"/>	<input type="checkbox"/>	We know how to recognise a personal data breach.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that a personal data breach isn’t only about loss or theft of personal data.
<input type="checkbox"/>	<input type="checkbox"/>	We have prepared a response plan for addressing any personal breaches that occur.
<input type="checkbox"/>	<input type="checkbox"/>	We have allocated responsibility for managing breaches to a dedicated person or team.
<input type="checkbox"/>	<input type="checkbox"/>	Our staff know how to escalate a security incident to the appropriate person or team in our organisation to determine whether a breach has occurred.
Yes	No	Part 2: Personal Data Breach Processes
<input type="checkbox"/>	<input type="checkbox"/>	We have in place a process to assess the likely risk to individuals as a result of a breach.
<input type="checkbox"/>	<input type="checkbox"/>	We have a process to notify the ICO of a breach within 72hrs of becoming aware of it, even if we do not have all the details yet.
<input type="checkbox"/>	<input type="checkbox"/>	We know what information we must give the ICO about a breach.
<input type="checkbox"/>	<input type="checkbox"/>	We document all breaches, even if they don’t all need to be reported and we provide feedback to the organisation on the lessons learned.
<input type="checkbox"/>	<input type="checkbox"/>	We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms.
<input type="checkbox"/>	<input type="checkbox"/>	We know we must inform affected individuals without undue delay.
<input type="checkbox"/>	<input type="checkbox"/>	We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects.
If your ‘yes’ score is:		Handling Personal Data Breaches: Organisational Status
0-4		At Risk: Little to no awareness or processes in place.
5-6		Average: Some awareness and basic processes in place.
7-9		Well-Managed: Good level of awareness, breach process in place and used.
10-12		Excellent: High awareness, breach processes in place, used and learned from.