

<b>IC</b>	<b>PRE-AUDIT QUESTIONNAIRE</b>		<b>Audit Reference</b>
<b>Name of Organisation</b>			
<b>Department</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Telephone</b>	
<b>Fax</b>		<b>E-mail</b>	
<b>Contact Name</b>			
<b>Position/Job Title</b>			
<b>Products and/or services provided</b>			
<b>Number of sites/ locations to be covered</b>			
<b>Number of full-time staf</b>		<b>Number of part-time staff/sub-contractors</b>	
<b>DATA PROTECTION QUESTIONS</b>			
<b>Question 1</b>	Does your organisation process personal data on individuals?		
<b>Question 2</b>	What personal information are collected? E.g. name, address, telephone number etc.		
<b>Question 3</b>	Why do you hold this personal data?		
<b>Question 4</b>	Please provide details of databases/filing systems containing personal data:		

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<b>Question 5</b>	Do you hold any sensitive personal information (e.g. medical/health data, ethnic origin etc.)? If so, for what purpose?			
<b>Question 6</b>	How are these personal data collected?			
<b>Question 7</b>	Who are these personal data collected from?			
<b>Question 8</b>	Once personal data have been collected, do you disclose these data to anyone? (If the answer is yes, please provide examples and reasons):			
<b>Question 9</b>	How does your organisation store personal information? E.g. on computer or manual files or both.			
<b>Question 10</b>	Who has access to this information?			
<b>Completed by</b>		<b>Date</b>		