

IC	INTERVIEW/FOCUS GROUP RECORD SHEET	Audit Reference	
Organisation		Page	1
Department		Interview Date/Time	
ATTENDEES			
Name	Position	Time with organisation	
DETAILS OF DISCUSSION			
Question 1	What can you tell me about the Data Protection Act 1998?		
Question 2	Can you tell me what you would expect the term, Data Protection to mean?		
Question 3	From the data you use, what would you consider as 'personal data'?		
Question 4	From the data you use, what would you consider as 'sensitive personal data'?		
Question 5	Can you describe your organisational/departmental policy/procedures regarding your handling/use of these types of data?		
Question 6	Can you tell me how this policy/these procedures affect your own particular job?		

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Question 7	Can you describe any Data Protection training/guidance you have received? (Ask to see any documentation if available e.g. staff handbook entry, DP guidelines etc)			
Question 8	How do you/does your department collect personal data/sensitive personal data?			
Question 9	Where is this data held/stored? E.g. filing cabinets/databases etc			
Question 10	What are the sources of this data? e.g. references, application forms, marketing lists, information transferred from another department etc			
Question 11	Are you authorised to make disclosures of this data within your organisation/outside your organisation? If so, please describe this process.			
Question 12	Can you describe your department's security procedures: e.g.			
a) How often do you change your password? b) How are data kept secure? c) How are personal data/sensitive personal data disposed of/destroyed?				
Auditor Name		Signature		