

## PRIVACY AUDIT – The Top 12 Questions

1. What is the role and function of the organization?
2. What are its principle activities?
3. What privacy laws and regulations impact the organization?
4. What type of personal information does the organization collect?
5. Does the organization have privacy policies and procedures with respect to collection, use, retention, destruction, and disclosure of personal information?
6. Does the organization have responsibility and accountability assigned for managing a privacy program?
7. Does the organization know where all personal information is stored?
8. How is personal information protected from unauthorized access, use, disclosure, destruction?
9. Is any personal information collected by the organization disclosed to third parties?
10. Are employees properly trained in handling privacy issues and concerns?
11. Does the organization have adequate resources to develop, implement, and maintain an effective privacy program?
12. Does the organization complete a periodic assessment to ensure that privacy policies and procedures are being followed?