

EU GDPR DOCUMENTATION TOOLKIT CONTENTS LIST

Document Control

Reference: TK CONTS LIST

Issue No: 2

Issue Date: July 2017

Page 1 of 3

Uncontrolled

Top level documents

Quick Start Guide: getting started and functionality
Toolkit Guidance
User Input worksheet

Project Tools

Two Staff Awareness E-learning Licences
Documentation Dashboard
Roles and Responsibilities Matrix
Integrate GDPR with ISO27001:2013 ISMS Documentation Toolkit
BS 10012:2017 PIMS Gap Analysis Tool

GDPR Guidance Documents

Pseudonymisation, Minimisation and Encryption Guidance (PDF)	GDPR DOC 0.1
Retention of Records Guidelines (PDF)	GDPR DOC 0.2
Practitioner Guidance on Selected Toolkit Items	GDPR DOC 0.3

GDPR Policies and Procedures

Data Protection Policy	GDPR DOC 1.0
Training Policy	GDPR DOC 1.1
Privacy Procedure	GDPR DOC 2.1
Subject Access Request Procedure	GDPR DOC 2.2
Retention of Records Procedure	GDPR DOC 2.3
Data Protection Impact Assessment Procedure	GDPR DOC 2.4
Personal Data Breach Notification Procedure	GDPR DOC 2.5
Transfers of Personal Data to Third Countries or International Organisations Procedure	GDPR DOC 2.6
Data Portability Procedure	GDPR DOC 2.6A
Consent Procedure	GDPR DOC 2.7
Withdrawal of Consent Procedure	GDPR DOC 2.7A
Managing Sub Contract Processing	GDPR DOC 2.8
Complaints Procedure	GDPR DOC 2.9
Privacy Notice	GDPR REC 4.1
Privacy Notice Register	GDPR REC 4.1A
Subject Access Request Record	GDPR REC 4.2
Rationale for a DPO	GDPR REC 4.3
Data Protection Officer (DPO) Job Description	GDPR REC 4.3A
Data Protection Job Descriptions Responsibilities	GDPR REC 4.3B
Data Protection Impact Assessment (DPIA) Tool	GDPR REC 4.4
Internal Breach Register & Breach Notification Form	GDPR REC 4.5
Data Subject Consent Form	GDPR REC 4.6
Data Subject Consent Withdrawal Form	GDPR REC 4.6A
Parental Consent Form	GDPR REC 4.7
Parental Consent Withdrawal Form	GDPR REC 4.7A
Audit Checklist for Compliance	GDPR REC 4.8
Retention and Disposal Schedule	GDPR REC 4.9

EU GDPR DOCUMENTATION TOOLKIT CONTENTS LIST

Document Control

Reference: TK CONTS LIST

Issue No: 2

Issue Date: July 2017

Page 2 of 3

Uncontrolled

Scope Statement
PIMS and GDPR Objectives Record

d

GDPR REC 4.10
GDPR REC 4.11

Management System Standard Documents

Information Security Policy	GDPR DOC 5.2
Competence Procedure	GDPR DOC 7.2
Communication Procedure	GDPR DOC 7.4
Document Control Procedure	GDPR DOC 7.5.3
Operational Control Procedure	GDPR DOC 8.1
Monitoring, Measurement, Analysis, Evaluation Procedure	GDPR DOC 9.1
Internal Audit Procedure	GDPR DOC 9.2
Data Protection Policy Review Procedure	GDPR DOC 9.3
Nonconformity and Corrective Action Procedure	GDPR DOC 10.1
Continual Improvement Procedure	GDPR DOC 10.2
Risk Assessment Procedure	RM-GDPR DOC 6.1.2
Contact with Authorities Work Instruction	GDPR-C DOC 6.1.3
Wireless Notebook Computer Security Procedure	GDPR-C DOC 6.2.1
Information Classification Procedure	GDPR-C DOC 8.2
Access Control Policy	GDPR-C DOC 9.1.1
Access Controls Rules and Rights Procedure	GDPR-C DOC 9.1.2
Individual User Agreement	GDPR-C DOC 9.2.1A
User Access Management	GDPR-C DOC 9.2.3
Physical Entry Controls and Security Areas	GDPR-C DOC 11.1.2
Secure Disposal of Storage Media	GDPR-C DOC 11.2.7
Managing Third Party Service Contracts	GDPR-C DOC 15.1.2
External Parties – Information Security Procedure	GDPR-C DOC 15.2.2
Reporting Information Security Weaknesses and Events Procedure	GDPR-C DOC 16.1.2-3
Responding to Information Security Reports	GDPR-C DOC 16.1.5
Collection of Evidence Procedure	GDPR-C DOC 16.1.7
Control of Records Procedure	GDPR-C DOC 18.1.3
Competence Matrix	GDPR REC 7.2
Monitor and Measurement Register	GDPR REC 9.1
Audit Schedule	GDPR REC 9.2.1
Audit Lead Report Sheet	GDPR REC 9.2.2
Management Review Record	GDPR REC 9.3
Corrective Action Report	GDPR REC 10.1.1
Nonconformance Report	GDPR REC 10.1.1A
Nonconformance Report Log	GDPR REC 10.1.1B
Schedule of Authorities and Key Suppliers	GDPR-C REC 6.1.3
Log of Requests to Remove Information Assets from Site	GDPR-C REC 8.3.1
Log of Information Assets for Disposal	GDPR-C REC 11.2.7
Schedule of Information Security Event Reports	GDPR-C REC 16.1.2-3A
Information Security Weaknesses and Events Checklist	GDPR-C REC 16.1.2-3B

Blank Templates

Basic Checklist
Basic Meeting Agenda

IT Governance Ltd.

Public

EU GDPR DOCUMENTATION TOOLKIT CONTENTS LIST

Document Control
Reference: TK CONTS LIST
Issue No: 2
Issue Date: July 2017
Page 3 of 3

Uncontrolled

Basic Meeting Agenda: Initial Board Meeting
Basic Meeting Agenda: Second Board Meeting
Basic Meeting Minutes
Basic Meeting Minutes: Initial Board Meeting
Basic Meeting Minutes: Second Board Meeting
Basic Procedure Template
Basic Schedule Template
Basic Work Instruction Template
Basic Service Level Agreement Template

d

Change History

Issue	Date of Issue	Description of Change
Issue 1	June 2016	Initial Issue
Issue 2	July 2017	V2.0 issue