

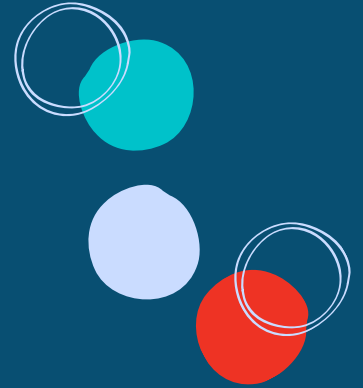
REAL-TIME AUDIT GUIDE

Step by Step



privIQ 

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WITH A REAL-TIME AUDIT YOU CAN:

Create an audit
that covers all
compliance
areas

Quickly identify
risks

Immediately
remediate identified
risks



Compare current
audit to prior

Produce Audit and
Risk Reports

CREATE A NEW AUDIT

Create new audit

Give the report a relevant title and select the required sections.



Click 'Score and audit'

Description

Audit Committee - June 2023

- All sections ▾
 - Compliance Audit >
 - Data Mapping
 - Governance
 - Employee Comms

Score and audit

If you select all sections, you will see the 3 tabs – Compliance, Data Mapping, and Other.

You may add notes and files to your audit.

Audit Committee - 15 July 2023
Created by Russ Raizen, Date created 13 Jul 2023 13:05 GMT+2

Compliance Data Mapping Other **Notes** Files

Notes

Add note

DATA MAPPING

In our example below, 'Audit Committee – 15 July 2023', we selected three departments. The prior audit in the comparison stack containing the same departments as 'Audit Committee – May 2023'.

***Important to note that comparisons will only be made between the current audit, and the previous audit on the comparison stack that contains the same items as found in the current audit.**

Department	Data subject type
Customer Relationship Management	Customers / Clients
Human Resources	Employees
Research & Development	Volunteers



In our example we want to do some work on the Human Resources Department. Under Employees, there is 1 instance where sensitive personal information does not have a lawful basis, 1 instance where no location has been entered and 1 missing collection source.

# Processing purposes	# No lawful basis	# No personal information	# Sensitive, no lawful basis	# No locations	# No retention period	# Personal & sensitive PI	# No collection source
1	0	0	0	0	0	1	0
2	0	0	1	1	0	5	1
1	0	1	0	1	0	0	0



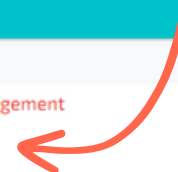
Let's go there so that we can fix those issues and perhaps do more data mapping. Click on 'Human Resources'. This will open a new tab that takes you directly to the data mapping. Visualize the data mapping and collection sources to quickly identify where the issues are.

While we are there, perhaps we might find something else that needs to be added to the department.

Done?

Close this tab, go back to the tab where you created the audit and click 'Recalculate'.

Department	Data subject type
Customer Relationship Management	Customers / Clients
Human Resources	Employees
Research & Development	Volunteers



Recalculate ↻

Notice the effect of the data mapping you just completed. In our example, the number of sensitive personal information types without a lawful basis has increased to 2. The number of purposes without processing locations is still 1 and the number of missing locations has increased to 2.

Compared to **Audit Committee - May 2023**

# Processing purposes	# No lawful basis	# No personal information	# Sensitive, no lawful basis	# No locations	# No retention period	# Personal & sensitive PI	# No collection source
1	0	0	0	0	0	1	0
2	0	0	2	1	0	8	2
1	0	1	0	1	0	0	0

Repeat the process if you want to work on the new issues. If you're done, click 'Mark as complete'.

Mark as complete ✓

NOTE: There may be other areas in the audit that you need to work on – so, only click 'Mark as complete' once everything is done.

Add to comparison stack ↻

You can track progress over time by adding audits to the comparison stack. The above screenshot indicates that our example audit is compared to the audit named 'Audit Committee – May 2023', indicating that all the items in our current audit are contained in 'Audit Committee – May 2023'. After you 'Mark as complete', you can add your current audit to the comparison stack.

On comparison stack	Is complete	Date completed
✓	✓	16 Jul 2023 08:40 GMT+2
✓	✓	12 Jul 2023 16:27 GMT+2

You can also remove an audit from the comparison stack.

Add to comparison stack ↻



COMPLIANCE CHECKLISTS

Following the same procedure as above in Data Mapping, you can click on any compliance section and work on the section in the same way as you do within the app. In our example, we worked on the 'Data Controller' section.



Section

Data Controller / Data Controller


In our example, of the 8 items in the section, none of them were assigned (therefore, no review cycle), 1 was 'In progress' and 7 were 'Complete'. Naturally, there is serious risk in not having them assigned. No items were set to 'N/A'

Item count	Not Assigned	No Review Dates	Overdue Tasks	Not started	In progress	Complete	N/A
8	8	0	0	0	1	7	0


We clicked on 'Data Controller', did some work on the checklist, came back to the tab with the app and clicked 'Recalculate'. Improvements are circled in green and areas that worsened, in red. In our example, we assigned 3 items, but 2 of those we forgot to add a review cycle. Although we have 5 items not assigned (circled in green), it's still an improvement compared to the previous audit.

Item count	Not Assigned	No Review Dates	Overdue Tasks	Not started	In progress	Complete	N/A
8	5	2	0	5	1	0	2

You can download your audit to Excel and use the content to build your own reports.

Download Excel 

You can run the Risk Report for the compliance sections in your audit.

Risk report 

HAPPY AUDITING!

