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**INTERNAL AUDIT PROCEDURE**

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**Table of contents**

[1. Purpose, scope and users 3](#_Toc114247794)

[2. Reference documents 3](#_Toc114247795)

[3. Internal audit 3](#_Toc114247796)

[3.1. Purpose of internal audit 3](#_Toc114247797)

[3.2. Internal audit planning 3](#_Toc114247798)

[3.3. Appointing internal auditors 4](#_Toc114247799)

[3.4. Conducting individual internal audits 4](#_Toc114247800)

[4. Managing records kept on the basis of this document 5](#_Toc114247801)

[5. Validity and document management 5](#_Toc114247802)

[6. Appendices 6](#_Toc114247803)

# Purpose, scope and users

The purpose of this procedure is to describe all audit-related activities – writing the audit program, selecting an auditor, conducting individual audits and reporting, as well as to define a process for regular testing, assessing and evaluating the effectiveness of technical and organizational measures to ensure the security of data processing.

This procedure is applied to all activities performed within the Information Security Management System (ISMS) and all personal data processing activities in the company.

Users of this document are [members of top management] of [organization name], as well as internal auditors.

# Reference documents

* ISO/IEC 27001 standard, clause 9.2, A.5.30, A.5.35, and A.8.34
* EU GDPR article 32(1)(d)
* Information Security Policy
* Procedure for Corrective Action

# Internal audit

## Purpose of internal audit

The purpose of internal audit is to determine whether procedures, controls, processes, arrangements and other activities within the ISMS are in line with ISO 27001 standard, GDPR and other applicable regulations, and the organization's internal documentation, whether they are effectively implemented and maintained and whether they meet policy requirements and set objectives.

## Internal audit planning

[Job title] approves an annual program for internal audits, written as outlined in the form in Appendix 1 Annual Internal Audit Program.

One or more internal audits should be conducted in the course of one year, ensuring cumulative coverage of the entire ISMS scope and all personal data processing activities. Internal audits are planned based on risk assessment, as well as results of previous audits; they are usually conducted before management review.

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