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**INTERNAL AUDIT PROCEDURE**

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# Purpose, scope and users

The purpose of this procedure is 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 personal data processing activities.

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, Annex A
* EU GDPR article 32 (1) (d)

# Internal audit

## Purpose of internal audit

The purpose of internal audit is to determine whether procedures, controls, processes, and arrangements for personal data processing activities are compliant with 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

One or more internal audits should be conducted in the course of one year, ensuring cumulative coverage of all personal data processing activities. Internal audits are planned based on risk assessment, as well as results of previous audits.

[Job title] defines the annual audit schedule (i.e. the dates when one or a series of audits will be performed).

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