

Appendix C - Privacy Audit Procedures
to
Town of Newmarket
Protection of Personal Information Policy CORP.1-0X

1. All privacy audits will be managed by the Town Clerk or designate. An audit may be conducted internally by town staff or through an outside consultant.
2. A privacy audit may consist of document reviews, software or hardware checks, site visits and/or inspections, interviews or surveys.
3. Prior to an audit staff will:
 - Define scope of audit and approach;
 - Identify stakeholders and their responsibilities;
 - Complete Audit Plan;
 - Develop audit criteria.
4. Notification will be provided to senior management prior to any site visits or inspections and will consist of the date and purpose of the visit or inspection. Communication to staff will be the responsibility of each department.
5. A public report will be provided to senior management on the results of the privacy audit. This report will present the results and recommendations.
 - a) If necessary any detailed observations or concerns may be presented to senior management in a separate confidential report outlining specific solutions to any identified problems.