

C.4 REPORT ON THE EXAMINATION OF PERSONAL DATA PROCESSING

Below is a model of a report on the examination of personal data processing, which can be printed out (see chapter 5.18.5, step 3).

<logo of the institution>

<dd.mm.yyyy>

Report on the examination of personal data processing

Institution: <institution/library name>

Examination date: <date of personal data examination performed by users>

Examined by: <surname and name of the authorised person who performed the personal data examination>

Examination month: <month for which the examination was performed>

User: <surname and name of the user whose processing was examined> Username: <username of the user whose processing was examined>

Established situation (in accordance with authorisations and Personal Data Protection Act; irregularities if any):

<description>

Interview with the user and findings:

<description>

Proposed measures:

<description>

Examiner's signature: <signature of the authorised person who examined personal data processing>