



INTERNAL AUDIT SCHEDULE TEMPLATE

ANNUAL INTERNAL AUDIT SCHEDULE

Organization: [Your Organization Name]

Audit Period: 2025 (January - December)

Prepared by: [Chief Privacy Officer / Audit Manager]

Approved by: [CEO]

Date: [DD/MM/YYYY]

AUDIT PROGRAMME OVERVIEW

Audit Programme Objectives:

- Verify PIMS conformity with ISO/IEC 27701 requirements
- Assess effectiveness of privacy controls and processes
- Identify opportunities for improvement
- Ensure regulatory compliance

Audit Frequency:

- Full PIMS Audit: Annual
 - High-risk areas: Semi-annual or Quarterly
 - Medium-risk areas: Annual
 - Low-risk areas: Annual or Bi-annual
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QUARTERLY AUDIT SCHEDULE

Q1 (JANUARY - MARCH 2025)

Audit	Scope	Date	Duration	Lead Auditor	Risk Level	Status



Data Subject Rights	Request handling process (all types)	15-16 Jan	2 days	Maria Santos	High	Planned
Third-Party Processors	Processor agreements and monitoring	5-6 Feb	2 days	James Lee	High	Planned
Privacy Training	Training delivery and completion	12 Mar	1 day	Sarah Chen	Medium	Planned

Q2 (APRIL - JUNE 2025)

Audit	Scope	Date	Duration	Lead Auditor	Risk Level	Status
Data Retention	Retention policy implementation	10-11 Apr	2 days	Maria Santos	High	Planned
Privacy by Design	Product development processes	15 May	1 day	James Lee	Medium	Planned
Incident Management	Privacy breach response	18 Jun	1 day	External Auditor	Medium	Planned

Q3 (JULY - SEPTEMBER 2025)

Audit	Scope	Date	Duration	Lead Auditor	Risk Level	Status
Access Controls	User access management	15-16 Jul	2 days	James Lee	High	Planned
Consent Management	Marketing consent processes	6 Aug	1 day	Maria Santos	Medium	Planned



Documentation Control	PIMS documentation management	17 Sep	1 day	Sarah Chen	Low	Planned
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Q4 (OCTOBER - DECEMBER 2025)

Audit	Scope	Date	Duration	Lead Auditor	Risk Level	Status
Full PIMS Audit	All ISO 27701 requirements	15-18 Oct	4 days	External Auditor	N/A	Planned
Risk Management	Risk assessment and treatment	12 Nov	1 day	Maria Santos	High	Planned
Management Review	Review process effectiveness	10 Dec	1 day	James Lee	Medium	Planned

AUDIT DETAILS BY PROCESS AREA

HIGH-RISK AREAS (Audited Semi-Annually or Quarterly)

Process Area	Last Audit	Audit Frequency	Next Audit	Rationale
Data Subject Rights	Q4 2024	Quarterly	Q1 2025	Legal requirement; high volume; previous findings
Third-Party Processors	Q4 2024	Quarterly	Q1 2025	Data sharing risk; regulatory scrutiny
Access Controls	Q2 2024	Semi-annual	Q3 2025	Sensitive data access; insider threat risk
Data Retention	Q4 2024	Semi-annual	Q2 2025	Storage limitation principle; previous nonconformities



Risk Management	Q4 2024	Semi-annual	Q4 2025	Core PIMS process; drives control selection
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MEDIUM-RISK AREAS (Audited Annually)

Process Area	Last Audit	Audit Frequency	Next Audit	Rationale
Privacy Training	Q1 2024	Annual	Q1 2025	Competence requirement; generally stable
Privacy by Design	Q2 2024	Annual	Q2 2025	Process maturity; controlled environment
Incident Management	Q3 2024	Annual	Q2 2025	Low incident frequency; mature process
Consent Management	Q3 2024	Annual	Q3 2025	Automated controls; stable process
Management Review	Q4 2024	Annual	Q4 2025	Oversight process; documented decisions

LOW-RISK AREAS (Audited Annually or Bi-Annually)

Process Area	Last Audit	Audit Frequency	Next Audit	Rationale
Documentation Control	Q3 2024	Annual	Q3 2025	Administrative process; low risk
Privacy Policy Management	Q1 2024	Bi-annual	Q1 2026	Stable; infrequent changes
Internal Communications	Q2 2023	Bi-annual	Q2 2025	Support process; well-established



AUDIT RESOURCE ALLOCATION

Internal Audit Team:

Auditor	Role	Competencies	Q1	Q2	Q3	Q4	Total Days
Maria Santos	Lead Auditor	ISO 27701, CIPP/E	4 days	3 days	2 days	2 days	11 days
James Lee	Auditor	IT Security, ISO 27001	3 days	2 days	3 days	2 days	10 days
Sarah Chen	Auditor	Privacy, Compliance	1 day	0 days	1 day	1 day	3 days
External Auditor	Specialist	ISO 27701 Certification	0 days	1 day	0 days	4 days	5 days
TOTAL			8 days	6 days	6 days	9 days	29 days

AUDIT CRITERIA AND STANDARDS

Each audit will assess compliance against:

- ISO/IEC 27701:2025 requirements
- GDPR and applicable privacy regulations
- Organizational policies and procedures
- Previous audit findings and corrective actions
- Industry best practices

AUDIT REPORTING AND FOLLOW-UP

Reporting Timeline:

- Draft audit report: Within 5 business days of audit completion



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- Final audit report: Within 10 business days of audit completion
- Distribution: Process owner, CPO, CEO

Follow-Up:

- Corrective actions due: 30 days for minor findings, 15 days for major findings
 - Follow-up audit: Scheduled within 60 days for major nonconformities
 - Status reviewed in quarterly management review
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RISK-BASED ADJUSTMENTS

Audit schedule may be adjusted based on:

Increase Frequency if:

- Major nonconformities identified
- Privacy incidents occur
- Significant process changes
- New regulatory requirements
- Stakeholder concerns

Decrease Frequency if:

- Consistent conformity over multiple audits
 - No findings for 2+ consecutive audits
 - Process maturity demonstrated
 - Low risk assessment
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AD-HOC AUDITS (Triggered Events)

Immediate audit triggered by:

- Major privacy breach or incident



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- Regulatory enforcement action
- Significant customer complaints
- Major system or process changes
- Merger or acquisition

AUDIT PROGRAMME MONITORING

Programme Metrics:

Metric	Target	Measurement
Audit completion on schedule	100%	Audits completed by planned date
Audit report timeliness	100%	Final reports within 10 days
Corrective action closure	95%	Actions closed within deadline
Auditor competence	100%	Training and certification current
Auditee satisfaction	>80%	Post-audit survey results

ANNUAL REVIEW AND UPDATE

This audit schedule will be reviewed:

- Quarterly: For minor adjustments based on findings
- Annually: For comprehensive review and next year planning
- Ad-hoc: When significant changes occur

Next Schedule Review: December 2025

APPROVALS

Prepared by:

[Name], [Title] - Signature: _____ Date: _____



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Reviewed by:

[Chief Privacy Officer] - Signature: _____ Date: _____

Approved by:

[CEO] - Signature: _____ Date: _____