



MANAGEMENT REVIEW AGENDA TEMPLATE

PRIVACY INFORMATION MANAGEMENT SYSTEM (PIMS)

MANAGEMENT REVIEW MEETING

Organization: [Your Organization Name]

Review Period: [Q2 2025 / April - June 2025]

Meeting Date: [15 July 2025]

Time: [10:00 AM - 12:00 PM]

Location: [Boardroom / Virtual - Teams Link]

Chair: [CEO Name]

Presenter: [Chief Privacy Officer]

Secretary: [Privacy Manager - Minutes]

ATTENDEES

Required:

- Chief Executive Officer (Chair)
- Chief Privacy Officer (Presenter)
- Chief Technology Officer
- Chief Financial Officer
- Chief Operating Officer
- Chief Legal Officer

Optional:

- Internal Audit Manager
 - IT Security Manager
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MEETING OBJECTIVES



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1. Review PIMS performance for [Q2 2025]
 2. Assess continuing suitability, adequacy, and effectiveness of PIMS
 3. Make decisions on continual improvement opportunities
 4. Approve necessary changes to PIMS
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AGENDA

1. OPENING (5 minutes)

Time: 10:00 - 10:05

- Welcome and attendance confirmation
 - Review of meeting objectives
 - Approval of previous meeting minutes
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2. STATUS OF PREVIOUS MANAGEMENT REVIEW ACTIONS (15 minutes)

Time: 10:05 - 10:20

Presenter: Chief Privacy Officer

Review actions from [March 2025] Management Review:

Action	Owner	Due Date	Status	Effectiveness
[Action 1]	[Name]	[Date]	[Complete/In Progress/Overdue]	[Assessment]
[Action 2]	[Name]	[Date]	[Complete/In Progress/Overdue]	[Assessment]
[Action 3]	[Name]	[Date]	[Complete/In Progress/Overdue]	[Assessment]

Discussion Points:

- Were actions completed on time?
- Were they effective?
- Any lessons learned?



3. EXTERNAL AND INTERNAL CHANGES (15 minutes)

Time: 10:20 - 10:35

Presenter: Chief Privacy Officer

A. External Changes

Regulatory/Legal:

- New privacy legislation
- Regulatory guidance updates
- Enforcement actions in industry
- Court decisions affecting privacy

Market/Industry:

- Competitor privacy incidents
- Industry standard updates
- Customer privacy expectations
- Emerging privacy technologies

Summary: [Brief description of key external changes]

B. Internal Changes

Organizational:

- Business growth/contraction
- New products or services
- Geographic expansion
- Mergers or acquisitions
- Restructuring



Operational:

- New systems deployed
- Process changes
- New third-party processors
- Technology upgrades

Resource:

- Staff changes
- Budget changes
- Tool/technology changes

Summary: [Brief description of key internal changes]

Discussion: How do these changes affect PIMS suitability?

4. INTERESTED PARTY CHANGES (10 minutes)

Time: 10:35 - 10:45

Presenter: Chief Privacy Officer

Changes in stakeholder needs and expectations:

Interested Party	Change	Impact on PIMS
Customers	[Description]	[Impact]
Enterprise Clients	[Description]	[Impact]
Regulators	[Description]	[Impact]
Board/Investors	[Description]	[Impact]
Employees	[Description]	[Impact]

Discussion: Do these changes require PIMS adjustments?



5. PIMS PERFORMANCE REVIEW (30 minutes)

Time: 10:45 - 11:15

Presenter: Chief Privacy Officer

A. Nonconformities and Corrective Actions

Current Period Summary:

- Total nonconformities: [Number]
- Major: [Number] | Minor: [Number]
- Sources: Internal audit ([X]), Monitoring ([X]), Incidents ([X])
- Closed: [X of Y] ([%])
- Overdue: [Number]
- Repeat issues: [List any]

Trend: [Increasing/Decreasing/Stable] compared to previous period

B. Monitoring and Measurement Results

Key Performance Indicators:

Metric	Target	Actual	Status	Trend
Data subject request response time	<20 days	[X days]	✓/X	↑/↓/→
Request on-time completion	100%	[X%]	✓/X	↑/↓/→
Privacy incidents	0 high-severity	[X]	✓/X	↑/↓/→
Training completion	100%	[X%]	✓/X	↑/↓/→
Privacy objective achievement	90%	[X%]	✓/X	↑/↓/→

Privacy Objectives Status:

Objective	Target	Progress	On Track?
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[Objective 1]	[Target]	[X%]	Yes/No
[Objective 2]	[Target]	[X%]	Yes/No
[Objective 3]	[Target]	[X%]	Yes/No

C. Audit Results

Audits Conducted This Period:

Audit	Date	Conformities	Nonconformities	Key Findings
[Audit 1]	[Date]	[X]	Major: [X], Minor: [X]	[Summary]
[Audit 2]	[Date]	[X]	Major: [X], Minor: [X]	[Summary]

Overall Assessment: [Strong/Satisfactory/Needs Improvement]

Discussion:

- Are we achieving our objectives?
- Where is performance strong?
- Where does performance need improvement?

6. CONTINUAL IMPROVEMENT OPPORTUNITIES (20 minutes)

Time: 11:15 - 11:35

Presenter: Chief Privacy Officer

Proposed Improvements:

Opportunity	Description	Investment	Benefit	Timeline	Priority
[Opportunity 1]	[Brief description]	€[X]	[Expected benefit]	[X months]	High/Medium/Low
[Opportunity 2]	[Brief description]	€[X]	[Expected benefit]	[X months]	High/Medium/Low



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[Opportunity 3]	[Brief description]	€[X]	[Expected benefit]	[X months]	High/Medium/Low
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Discussion & Decisions:

- Which opportunities to approve?
- Budget allocation?
- Responsibilities and timelines?
- Which to defer?

7. PIMS CHANGES REQUIRED (15 minutes)

Time: 11:35 - 11:50

Presenter: Chief Privacy Officer

Proposed PIMS Changes:

A. Scope Changes:

- [Description of scope change]
- **Impact:** [Brief impact assessment]
- **Decision Needed:** [Approve/Defer/Reject]

B. Resource Changes:

- [Description: budget, staffing, tools]
- **Impact:** [Brief impact assessment]
- **Decision Needed:** [Approve/Defer/Reject]

C. Objective Changes:

- [Update/add/remove objectives]
- **Rationale:** [Why change is needed]
- **Decision Needed:** [Approve/Defer/Reject]

D. Process/Control Changes:



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- [Description of process changes]
- **Impact:** [Brief impact assessment]
- **Decision Needed:** [Approve/Defer/Reject]

E. Policy Changes:

- [Description of policy updates]
- **Impact:** [Brief impact assessment]
- **Decision Needed:** [Approve/Defer/Reject]

8. DECISIONS AND ACTION ITEMS (10 minutes)

Time: 11:50 - 12:00

Chair: CEO

Summary of Decisions Made:

Decision	Action Required	Responsible	Deadline	Budget
[Decision 1]	[Action description]	[Name]	[Date]	€[X]
[Decision 2]	[Action description]	[Name]	[Date]	€[X]
[Decision 3]	[Action description]	[Name]	[Date]	€[X]

Overall PIMS Assessment:

- Suitable (still fits organizational context)
- Adequate (sufficient to meet requirements)
- Effective (achieving intended results)

Areas Requiring Attention: [List any concerns]

9. CLOSING (5 minutes)

Time: 12:00 - 12:05



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- Summary of key decisions
 - Confirmation of action item owners and deadlines
 - Next management review date: [Date]
 - Meeting adjournment
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POST-MEETING ACTIONS

Within 5 business days:

- Draft minutes distributed to attendees
- Minutes approved by Chair

Within 10 business days:

- Final minutes filed as documented information
 - Action items communicated to responsible parties
 - Action tracking updated
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SUPPORTING DOCUMENTS (Pre-Read Materials)

To be distributed 5 days before meeting:

1. Previous management review minutes and action status
2. PIMS performance report (metrics, KPIs, trends)
3. Internal audit reports from review period
4. Nonconformity and corrective action summary
5. Proposed improvement opportunities (business cases)
6. Proposed PIMS changes (impact assessments)