



OPENING MEETING AGENDA TEMPLATE

Organisation Name: _____

Audit Type: Initial Certification Surveillance Recertification

Meeting Date: _____

Meeting Time: _____

Meeting Location / Platform: _____

Lead Auditor: _____

Audit Reference Number: _____

Attendees

Name	Organisation	Role	Signature
		Lead Auditor	
		Auditor	
		Auditor	
		Top Management Representative	
		Privacy Manager	
		Other — specify	
		Other — specify	

Purpose of the Opening Meeting

The opening meeting formally initiates the audit. It confirms the audit scope, plan, and logistics — and gives the organisation an opportunity to raise any issues before fieldwork begins. It is not a briefing session — it is a two-way confirmation between the audit team and the organisation.



AGENDA ITEM 1 — Introductions

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Introduction of the audit team — names, roles, and areas of responsibility during the audit
- Introduction of the organisation's representatives — names, roles, and availability during the audit
- Confirmation of the observer status of any individuals present who are not part of the audit team

Notes:

AGENDA ITEM 2 — Purpose and Objectives of the Audit

Allocated Time: 10 minutes **Led By:** Lead Auditor

- Confirmation of the audit type — initial certification, surveillance, or recertification
- Statement of the audit objectives:
 - To determine whether the PIMS conforms to the requirements of ISO/IEC 27701:2025
 - To determine whether the PIMS is effectively implemented and maintained
 - To provide the basis for an audit conclusion and certification recommendation
- Confirmation that the audit is conducted against ISO/IEC 27701:2025 — including Annexes A and B as normative references
- Clarification that the audit is a sampling exercise — conformity in sampled areas does not guarantee conformity across all areas

Notes:



AGENDA ITEM 3 — Scope Confirmation

Allocated Time: 10 minutes **Led By:** Lead Auditor

- Statement of the defined PIMS scope as documented by the organisation
- Confirmation of the organisational boundaries, locations, and processing activities included
- Confirmation of any exclusions and their documented justifications
- Confirmation of the organisation's role — PII controller, PII processor, or both — and the processing activities to which each role applies
- Any changes to scope since the last audit — additions, removals, or boundary adjustments

Scope as Defined:

Scope Confirmed: Yes No — discrepancy noted below

Discrepancy:

AGENDA ITEM 4 — Audit Plan Walkthrough

Allocated Time: 15 minutes **Led By:** Lead Auditor

- Presentation of the audit plan — areas to be audited, sequence, allocated time, and responsible auditor
- Confirmation of interview schedule — who will be interviewed, when, and by whom
- Confirmation of document review requirements — what documentation is required and when
- Confirmation of site visit or remote access arrangements where applicable
- Any adjustments to the plan based on scope confirmation



...global validation

Audit Plan Summary:

Day / Session	Audit Area	Clause / Control	Responsible Auditor	Interviewees Required
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Plan Confirmed by Organisation: Yes Amendments required — noted below

Amendments:

AGENDA ITEM 5 — Audit Logistics

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Confirmation of working hours and availability of key personnel during the audit
- Confirmation of document access — how documents will be provided, format, and access controls
- Confirmation of workspace arrangements for the audit team
- Confirmation of communication protocol during the audit — primary contact person and escalation path
- Confirmation of confidentiality obligations — audit findings are confidential to the organisation and certification body
- Emergency and safety arrangements where applicable

Logistics Confirmed: Yes Issues noted below

Issues:

AGENDA ITEM 6 — Audit Methodology

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Explanation of how evidence will be collected — document review, interviews, observation, and record sampling



...global validation

- Explanation of how findings will be classified — Acceptable, Observation, OFI, Minor Nonconformity, Major Nonconformity
- Confirmation that preliminary findings will be presented at the closing meeting before the audit report is issued
- Explanation of the corrective action process — timelines, verification, and certification decision implications
- Confirmation that the organisation has the right to provide clarification before any finding is finalised

Methodology Understood by Organisation: Yes Questions raised — noted below

Questions:

AGENDA ITEM 7 — Previous Audit Follow-Up

Allocated Time: 10 minutes **Led By:** Lead Auditor

For surveillance and recertification audits only. Skip for initial certification.

- Review of findings from the previous audit cycle
- Confirmation of corrective actions raised — reference numbers and descriptions
- Status of each corrective action — closed, open, or overdue
- Where corrective actions are outstanding — confirmation of current status and target date
- Identification of any corrective actions that will be verified during this audit

Previous Finding Ref	Description	Classification	CA Status	Verification Planned
			<input type="checkbox"/> Closed <input type="checkbox"/> Open <input type="checkbox"/> Overdue	<input type="checkbox"/> Yes <input type="checkbox"/> No



			<input type="checkbox"/> Closed <input type="checkbox"/> Open <input type="checkbox"/> Overdue	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Closed <input type="checkbox"/> Open <input type="checkbox"/> Overdue	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Closed <input type="checkbox"/> Open <input type="checkbox"/> Overdue	<input type="checkbox"/> Yes <input type="checkbox"/> No

AGENDA ITEM 8 — Organisation's Opening Statement

Allocated Time: 10 minutes **Led By:** Organisation Representative

- Opportunity for the organisation to provide an overview of any significant changes since the last audit — new processing activities, regulatory changes, incidents, organisational restructuring
- Any matters the organisation wishes to bring to the audit team's attention before fieldwork begins
- Any constraints or limitations the audit team should be aware of — staff availability, system access, confidential areas

Organisation's Statement Summary:

AGENDA ITEM 9 — Questions and Confirmation to Proceed

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Opportunity for either party to raise questions before fieldwork begins
- Confirmation that both parties are ready to proceed
- Confirmation of closing meeting time and location

Closing Meeting Scheduled For: _____



Confirmation to Proceed: Yes No — reason below

Reason:

Opening Meeting Sign-Off

Lead Auditor: _____

Signature: _____

Date and Time Meeting Concluded: _____
