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PRIVACY GOVERNANCE DOCUMENTATION TEMPLATE

Effective governance requires comprehensive documentation at all levels:

Board and Executive Level

Privacy governance charter or framework document

Board-level privacy policy statement

Privacy risk appetite and tolerance statements

Privacy governance committee terms of reference

Strategic privacy objectives and KPIs

Management Level

PIMS scope and boundary documentation

Privacy policies, standards, and procedures

Privacy roles and responsibilities matrix (RACI)

Privacy risk register and treatment plans

Records of Processing Activities (ROPA)

Data flow diagrams and system inventories

Operational Level

Work instructions and operational procedures

Privacy notices and consent mechanisms

Data Subject Rights fulfillment procedures

Vendor privacy assessment templates

Privacy training materials

Privacy incident response playbooks



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1.4.7 Governance Metrics and Reporting

Privacy governance requires measurement and reporting to demonstrate effectiveness and drive improvement:

Key Performance Indicators (KPIs)

Category	Example KPIs
Governance Structure	<ul style="list-style-type: none"> • % of business units with assigned privacy representatives • Privacy committee meeting attendance rate • Privacy governance documentation currency
Training & Awareness	<ul style="list-style-type: none"> • % of staff completing privacy training • Privacy awareness assessment scores • Time to complete mandatory training
Risk Management	<ul style="list-style-type: none"> • Number of privacy risks identified and treated • % of high-risk processing with approved PIAs • Privacy risk maturity score
Incident Response	<ul style="list-style-type: none"> • Number and severity of privacy incidents • Mean time to detect and respond to incidents • % of incidents requiring regulatory notification
Compliance	<ul style="list-style-type: none"> • % of policies and procedures reviewed on schedule • Number of regulatory findings or sanctions • % of data subject rights requests fulfilled on time
Third Party Management	<ul style="list-style-type: none"> • % of vendors with completed privacy assessments • % of contracts with adequate privacy clauses • Number of vendor privacy incidents



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Privacy Reporting Cadence

Audience	Frequency	Key Content
Board of Directors	Quarterly or Semi-Annually	<ul style="list-style-type: none"> • Privacy program status overview • Significant privacy incidents and responses • Privacy risk landscape and trends • Regulatory changes and compliance status • Strategic privacy initiatives
Executive Management	Monthly or Quarterly	<ul style="list-style-type: none"> • PIMS performance metrics • Privacy risk register updates • Budget and resource utilization • Privacy project status • Operational challenges and escalations
Privacy Governance Committee	Quarterly	<ul style="list-style-type: none"> • Detailed privacy metrics dashboard • Privacy risk assessment results • Policy and procedure updates • Privacy audit findings and remediation • Privacy training effectiveness
Business Unit Leaders	Monthly	Business unit-specific privacy metrics <ul style="list-style-type: none"> • Privacy incidents and near-misses • Training completion rates



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- Privacy control effectiveness
- Action items and deadlines