



Within GDPR you stay accountable for the information you exchange with the processors you define. But how do you do this. Do we trust them? Do we ask them, and trust on the answer? ...? It is not an easy task. Therefore, in GDPR, you have the right of 'auditing' your processor on the processing he does with 'your' data. This way you can confirm whether they respect the rules, have sufficient technical and organisational measures in place and build up the trust between you and that processor.

This sounds great, but how do you deal with this. How do you start to audit a processor in the limited timeframe he will be available? And who will do this? The DPO that probably has a lot of legal knowledge, ICT that doesn't know the GDPR or audit and control? It is always a difficult balancing act on getting the right results out of the audit in relation to the accountability you are taking towards his processing.

Therefore CRANIUM Business Essentials offers this Audit. Executed by a team of specialists, with skills in GDPR, technology, Business Processes and Risk Management we can fulfil your expectations during this audit.

What can you expect from us?

Professional experienced consultants will check with you on your expectations, we will scan and check the legal grounds on the processing and the DPA that is signed for this. If we are prepared we will go in to dialog with the Processor through a series of questions, meetings, interactions and validation steps to evaluate all aspects of the processing.

What will you get from us?

No one is without mistakes and every organisation can improve. This is also what this Audit is about. You will get a report with findings based on shortcomings that we have found. We put them in relation to risks and hand them over to you. This way you can decide if you want to take action or not.

1 Process of the audit (what to expect):

- a. We will organise a meeting with you to clear the scope of the audit and the expectations you have as our customer.*

Not every auditor wants to discover the same, so a clear understanding of your expectations, in relation to the scope, is key for the audit.

- b. A list of questions, related to documents like the DPA, or processes used for the data transfer, will be sent to you to prepare the audit*

The audit, and what you can expect from a processor, will depend heavily from the contracts you have signed with them. This part will be investigated as well, to link shortcomings to contractual gaps if needed or applicable.

- c. CRANIUM Business Essentials will evaluate the conditions based on this input*

We will prepare the audit and adopt to every different audit we need to execute.

- d. A detailed and adopted list of questions will be sent to the processor to prepare the audit.*

Processor can expect a detailed list of questions he has to answer in relation to the audit. This list is adopted for the purpose of the audit and will point directly to the relevant processing.

- e. There will be one to several meetings with the processor to gain insight in the questions we have, and the way he processes the personal data*

To give the processor the opportunity to detail his way of working we will organize interviews with them. Depending on the processors location and the number of interviews, often video calls will be used to limit transport.

- f. CRANIUM Business Essentials will evaluate the answers and investigate the process of the processing of this data*

The delivered information will be put in relation to the partnership, contracts and GDPR.

- g. A draft report will be delivered to the processor, so he can add extra information if needed*

To avoid discussion afterwards, the processor will get the opportunity to react on the first version of the report. This can be done with you involved or not (depending on your choice). With this step, you will get a relevant report, Processors often forget certain information that will be added later on.

- h. A final report will be sent to you and in a meeting we will explain what the shortcomings are and how critical they are.*

The final report will be delivered to you and explained when required. This can be used to improve the processing in the future or address serious shortcomings of the processor.