

Compliance Area	Requirement	Status
Data Protection	GDPR - Data Subject Access Requests	In Progress
Cybersecurity	MFA Implementation	Completed
Third-Party Risk	Vendor DPA Agreements	Not Started
Training	Annual Data Protection Training	Completed
Incident Management	Breach Response Plan	In Progress
Documentation	Records of Processing Activities	Not Started

Owner	Due Date	Risk Level
Compliance Officer	2025-05-15	Medium
IT Lead	2025-03-01	Low
Compliance Officer	2025-05-20	High
HR Manager	2025-04-01	Low
IT Lead	2025-05-10	High
Admin Assistant	2025-06-01	Medium

Notes
Policy under development
Fully rolled out
Pending vendor outreach
Completed by all staff
Draft version available
Template selected