



# Template DPO Report to Management

[Please feel free to adapt this template to your organization's  
needs and branding.]

# Purpose

- ▶ Protect our data and cyber infrastructure from theft, damage, and destruction.
- ▶ Help us comply with data privacy and cybersecurity regulations and responsibilities by allowing data subjects to exercise their rights.
- ▶ Help ensure our product designs and vendor decisions comply with privacy and cybersecurity regulations and protect our company's image.
- ▶ Assist in and supervise required privacy audits.
- ▶ To do all of the above affordably.

# Program at a Glance

- ▶ [Segment or activity] Status: [Red, Yellow, or Green - Representing Readiness, Risk, etc.]
  - ▶ [Brief reasons]

# Numbers At a Glance

<b>Total Staff</b>	
Compliance	([# Last Year])
Legal	([# Last Year])
[Other Departments]	([# Last Year])
<b>Total Budget</b>	\$
<b>Products Using Protected Personal Information</b>	
<b>Amount of Protected Personal Information</b>	[In GB, TB, or PB]
<b>Number of Sub-Processors or Joint Controllers</b>	
<b>Data Breach Attempts/Success Percentage</b>	(%)
<b>Complaints/Data Subject Requests Handled</b>	
<b>Number of Privacy Impact Assessments this Year</b>	
Last Year	
Two Years Ago	

# Major Accomplishments

- ▶ [List major changes to/accomplishments by your organization's privacy program here.]

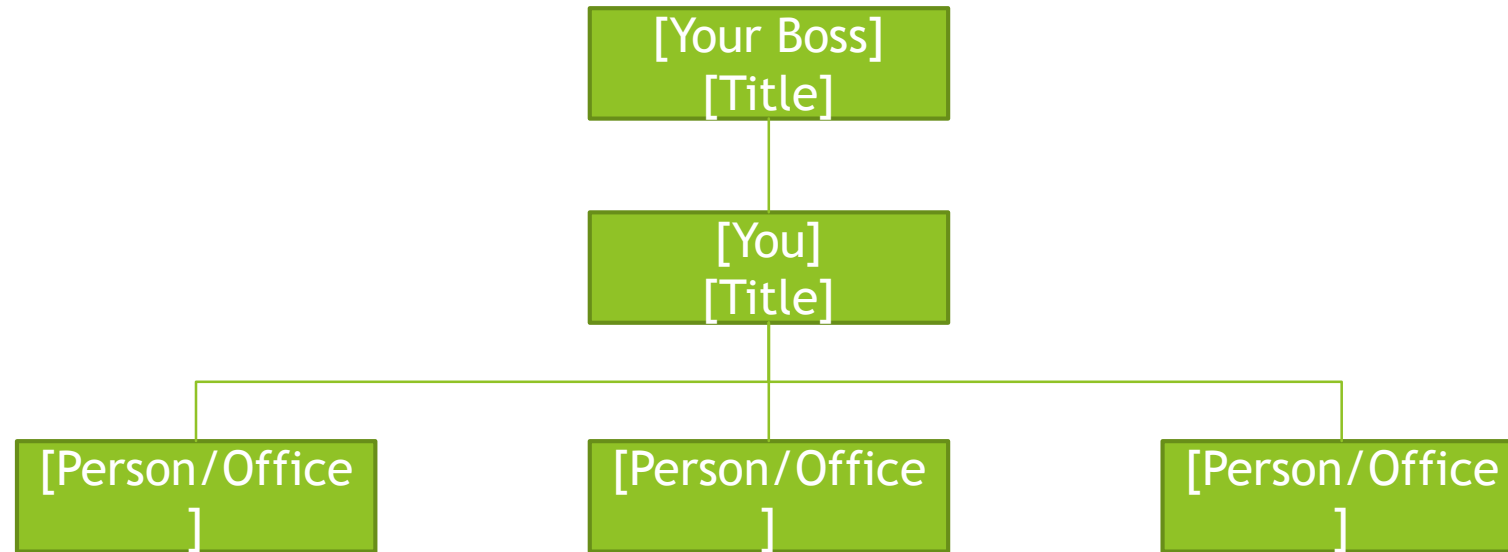
# Ongoing Initiatives

- ▶ [List ongoing large projects and outstanding goals here]

# Major Challenges

- ▶ [List major challenges or unaddressed risks here]

# Organization



[Copy/paste as necessary for your organization]





# Data Profile

A portrait of the data we protect.

# Overview

## Data Type Profile

- Customer Health Information
- Customer Financial Information
- Customer Other Personal Information
- Employee Personal Information
- Other Sensitive Information
- Unprotected Information

## Data by Product



# Data Profile for [Product]

## Data Type Profile

- Consumer Health Information
- Consumer Personal Information
- Consumer Other Personal Information
- Other Sensitive Information
- Unprotected Information

# Data Profile Observations

- ▶ [List major observations about your organization's data profile, including any take-aways you would like to emphasize or future ideas, here.]



# Defending the Company's Systems and Data

Protecting our data and cyber infrastructure from theft, damage, and destruction.

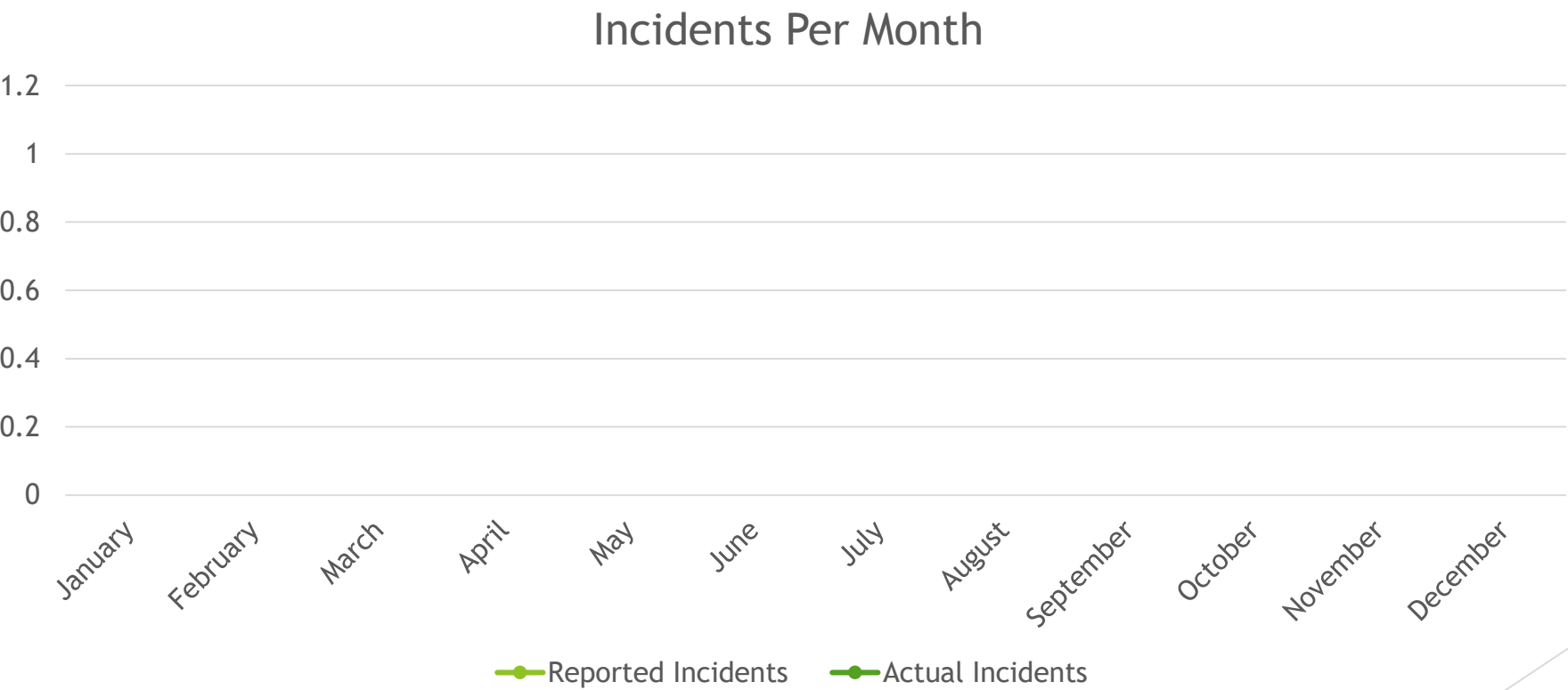
# At a Glance

Legal Right/Responsibility	Number This Year	Number Last Year
Number of Reported Incidents		
Number of Actual Incidents		
Number of Reportable Incidents		
Attempted Intrusions		
Attempted DDOS Attacks		
Average Investigation & Response Time		
Total Unplanned System Downtime		

# Major Ongoing Investigations, Regulatory Actions, and Security-Related Suits

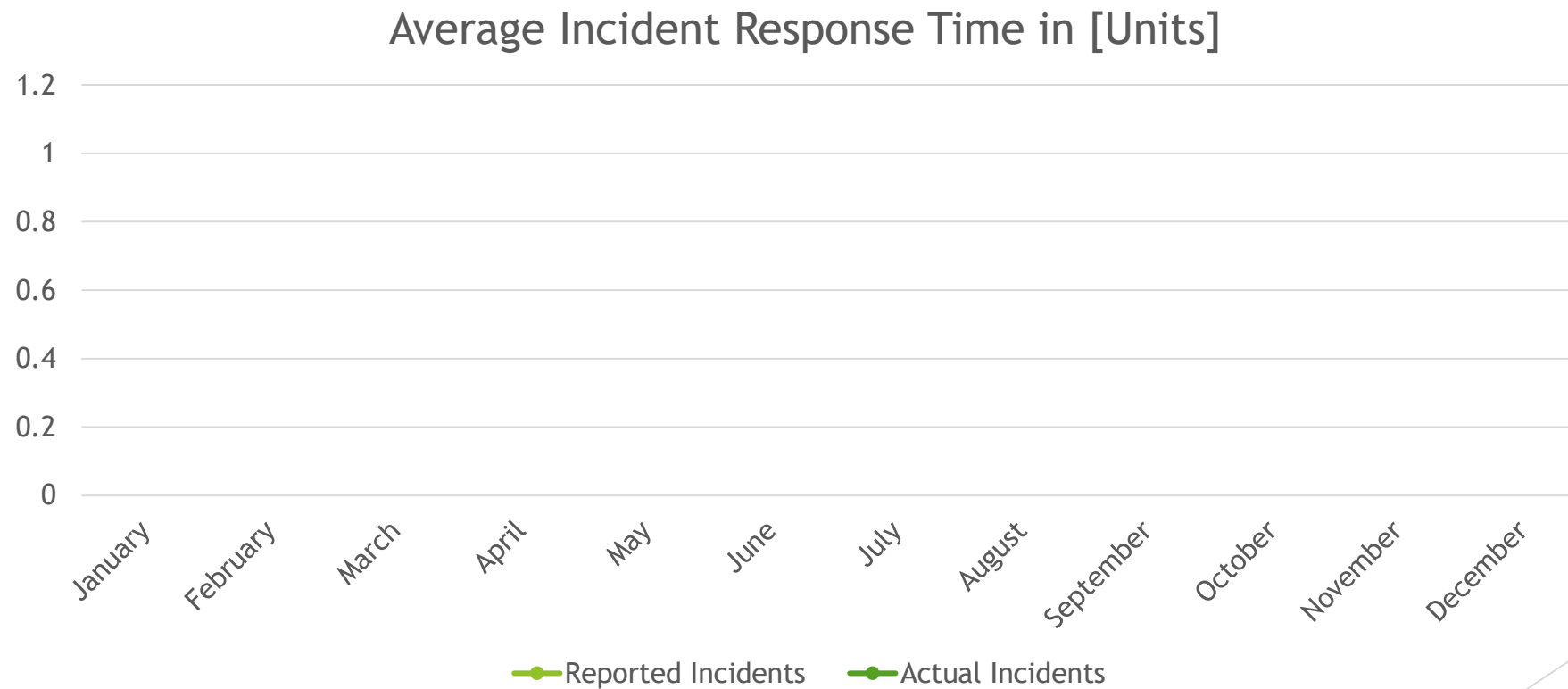
- ▶ [List major ongoing investigations, regulatory actions, and security-related lawsuits here].

# Security Incidents Over Last Year





# Average Security Incident Response Time Over Last Year



# Profile of Handled Security Incidents

## Incidents by Class

- Reported
- Actual but Unreportable
- Actual and Reportable

## Actual Incidents by Type

- Phishing/Other Social Engineering
- Hacking
- DDOS
- Employee Malfeasance
- Contractor Malfeasance
- Other System Abuse

# Security Incidents by Product

Incidents by Product

■ Corporate Email ■ [Product 1] ■ [Product 2] ■ [Product 3]

# How We Prevent Data Breaches and Other Security Incidents

- ▶ [Describe some of the major steps your organization takes to prevent data breaches and other security incidents, including any training, here.]

# General Data Breach Observations

- ▶ [Place observations regarding data breaches, such as common methods, most targeted products, future needs, etc. here]
- ▶ [This is a good place to list take-aways]



# Complying with Legal Responsibilities & Regulations

Allowing our data subjects to exercise their legal data rights.

# At a Glance

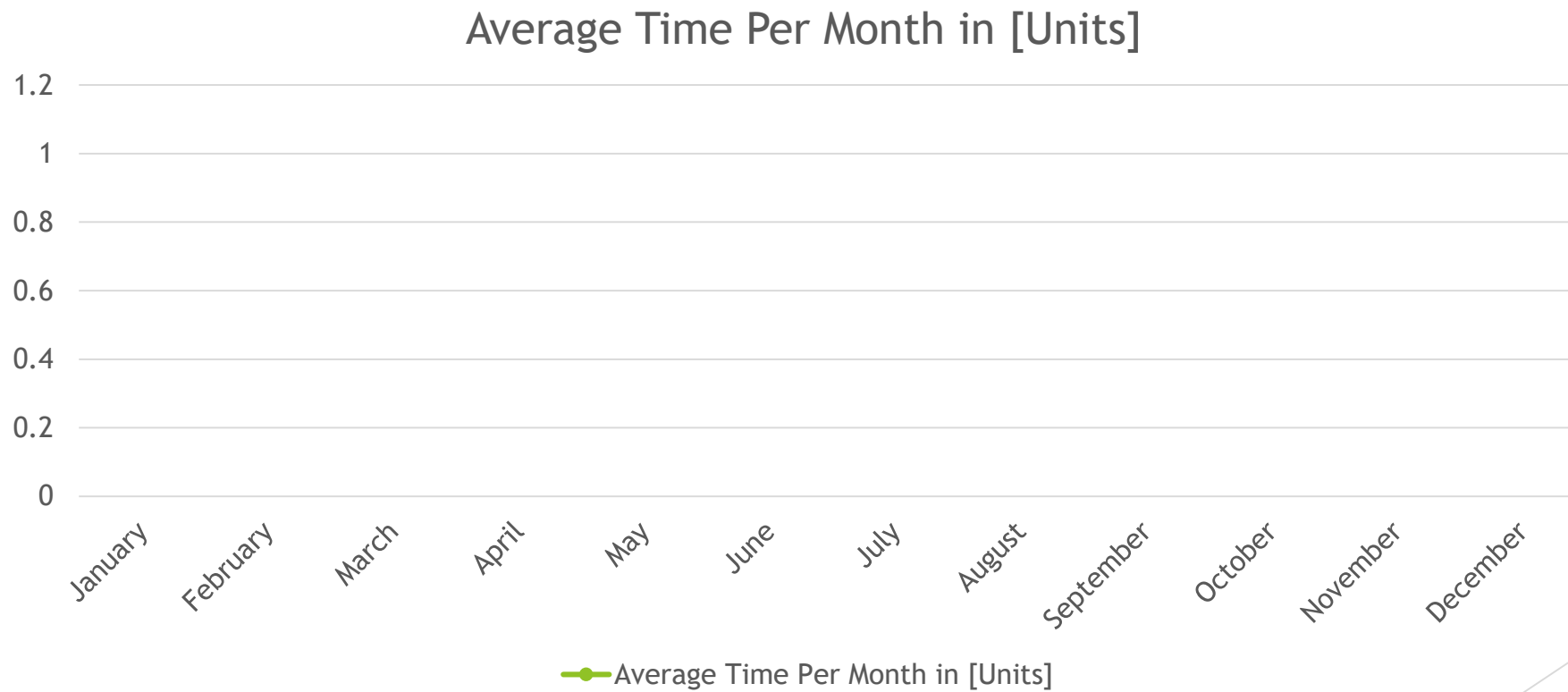
Legal Right/Responsibility	Number This Year	Number Last Year
Complaints by Data Subjects		
Data Access Requests by Data Subjects		
Rectification Requests by Data Subjects		
Unsubscribe Requests by Data Subjects		
Erasure Requests by Data Subjects		
Stop Processing Requests by Subjects		
Data Downloads by Data Subjects		

# Complaints Over the Last Year





# Average Complaint Response Time



# Types of Complaints

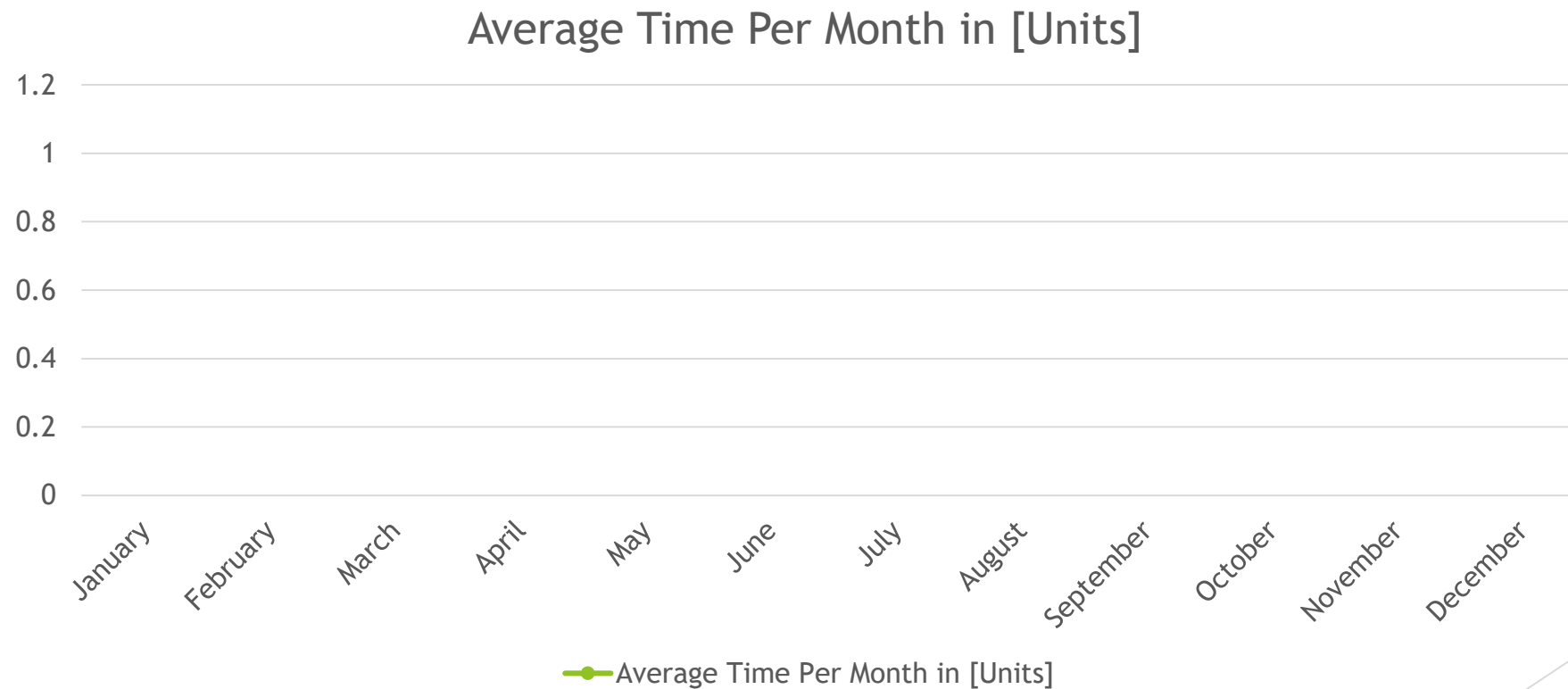
Complaints

■ [Complaint Type] ■ [Complaint Type] ■ [Complaint Type] ■ [Complaint Type]

# Data Access Requests over the Last Year



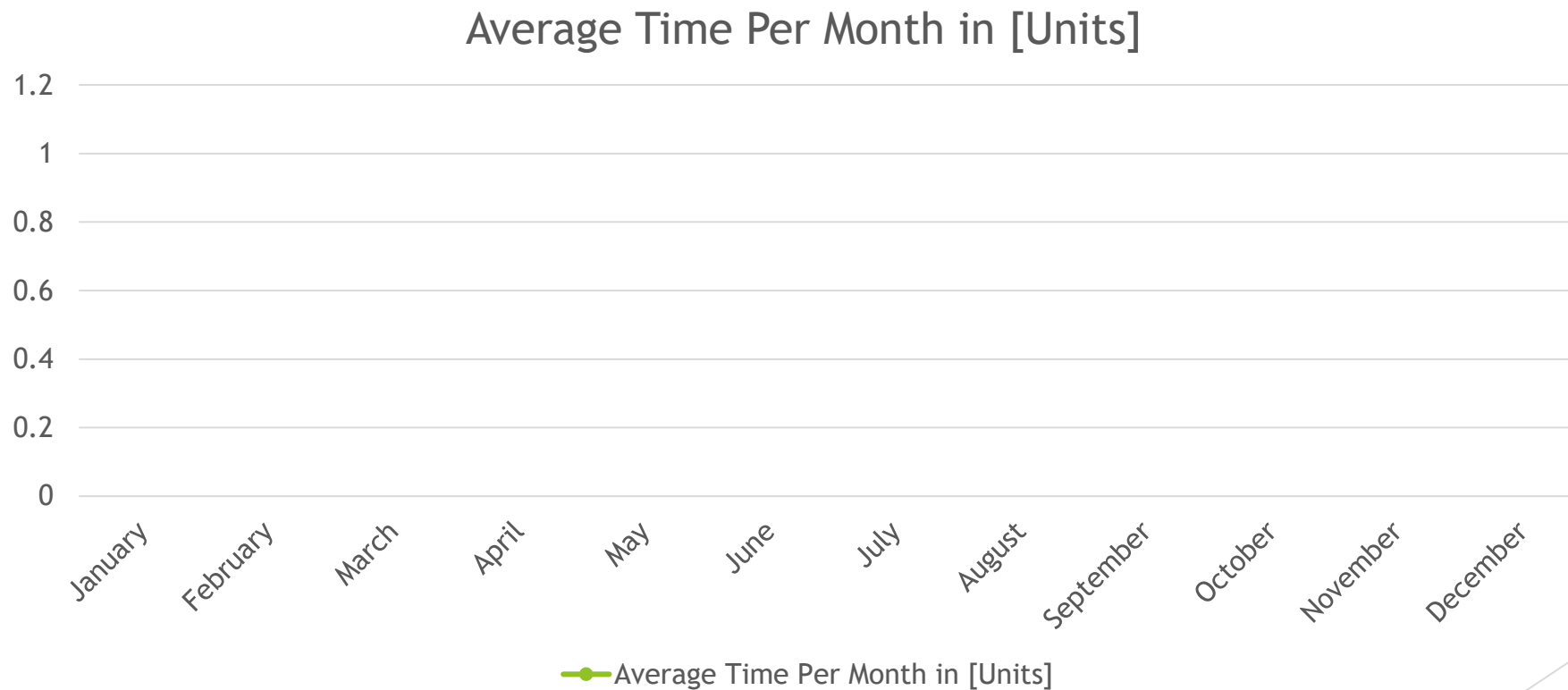
# Average Data Access Request Response Time



# Rectification Requests over the Last Year



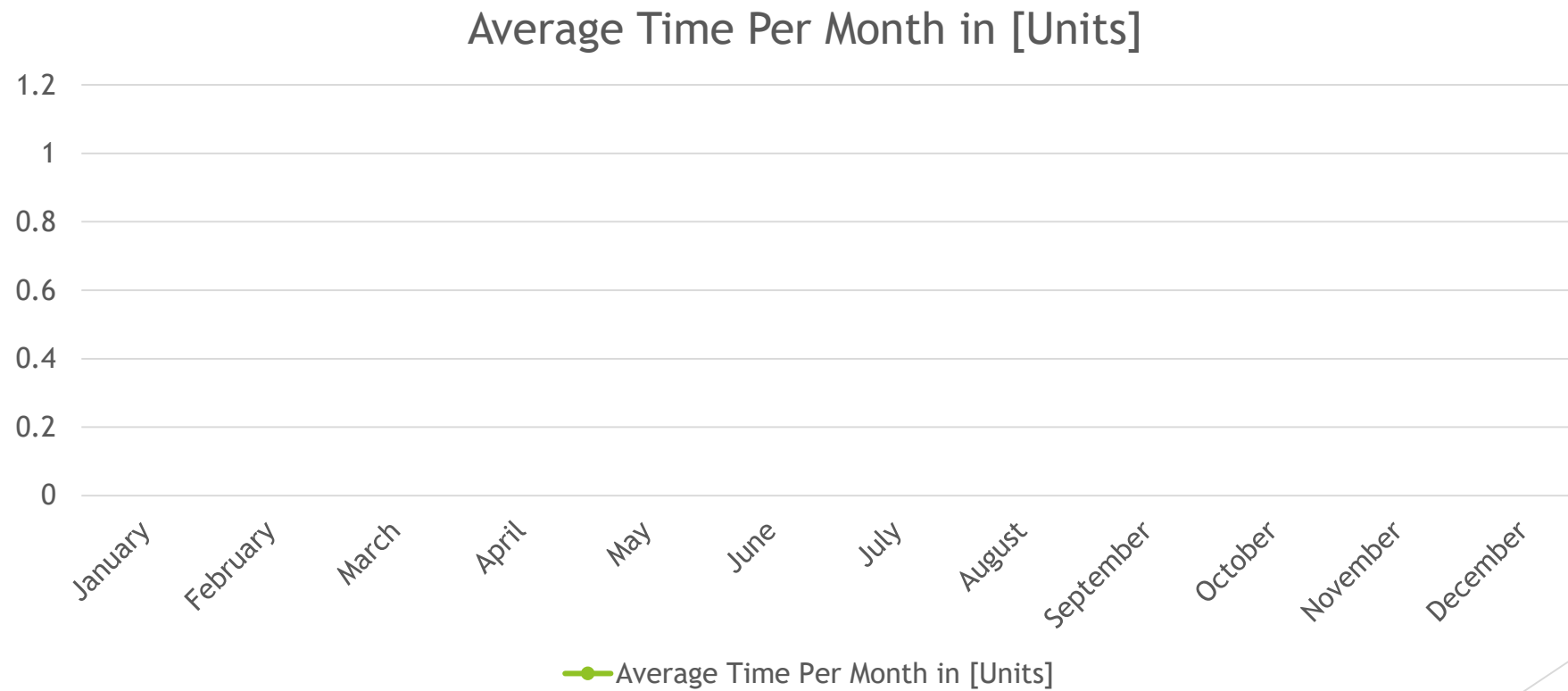
# Average Rectification Request Resolution Time



# Unsubscribe Users Over the Last Year



# Average Unsubscribe Resolution Time

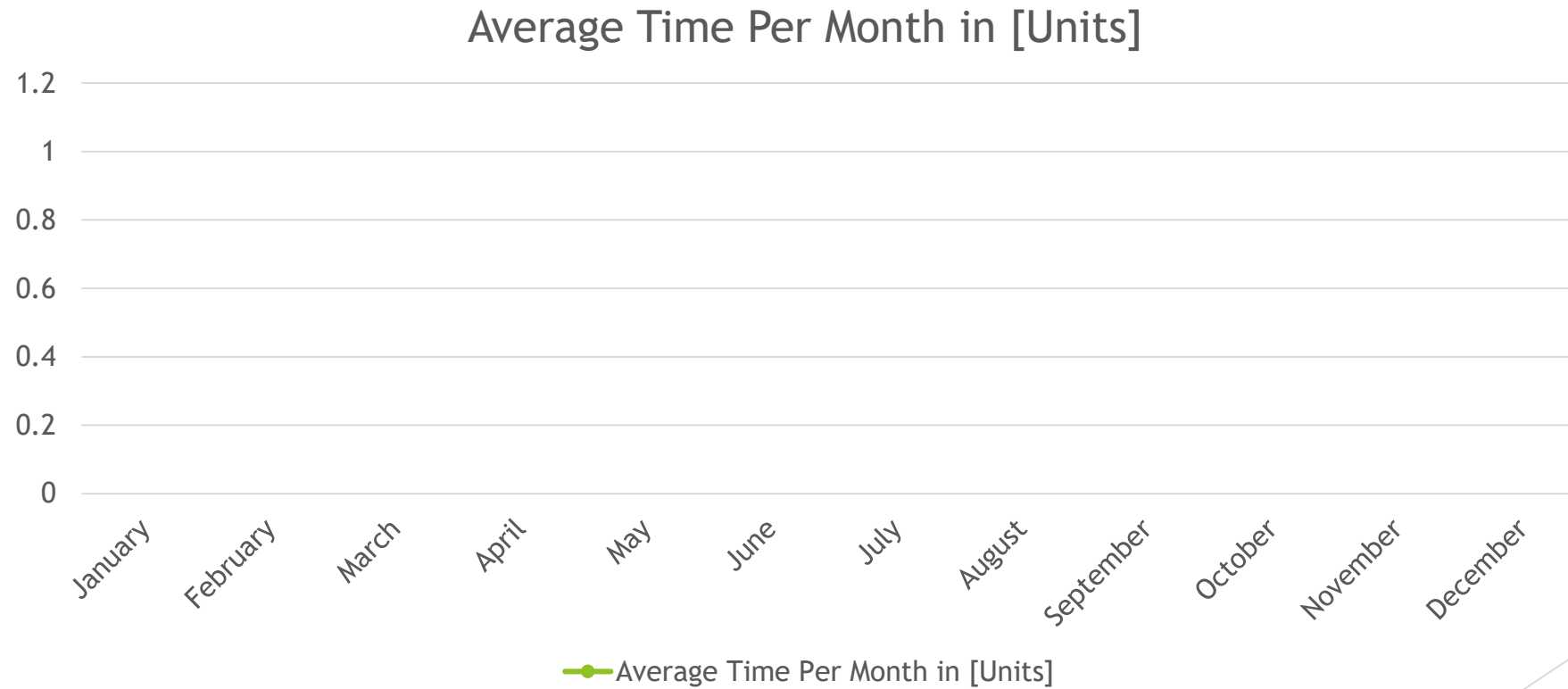




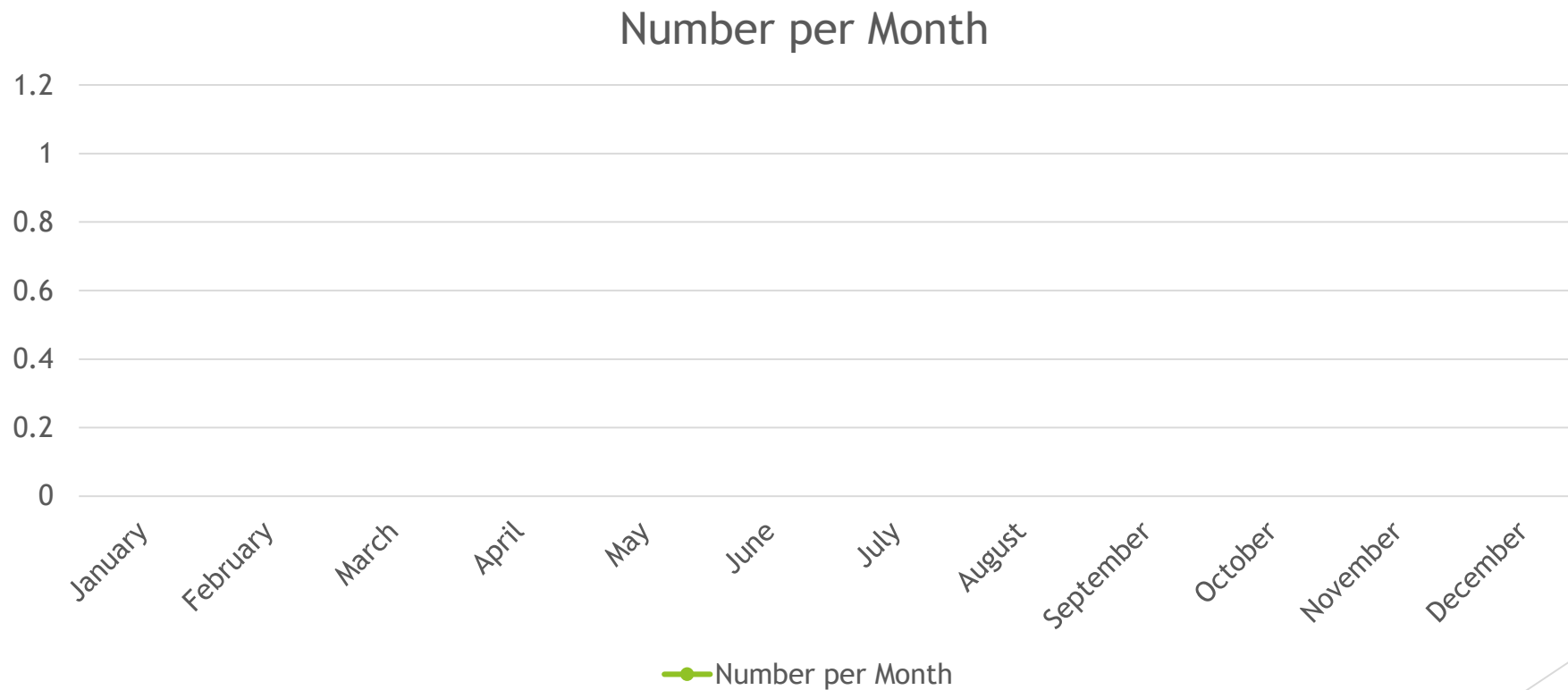
# Erasure Requests Over the Last Year



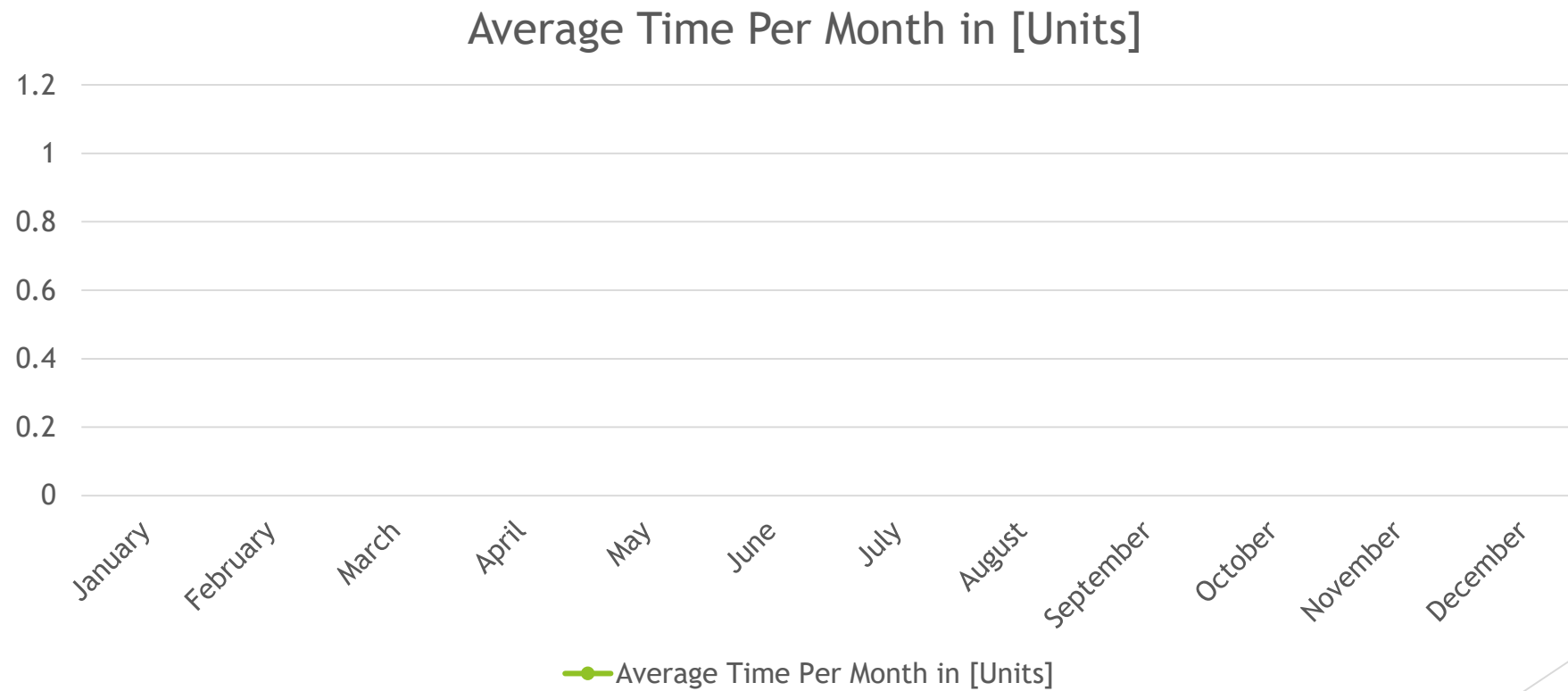
# Average Erasure Resolution Time



# Stop Processing Requests Over the Last Year



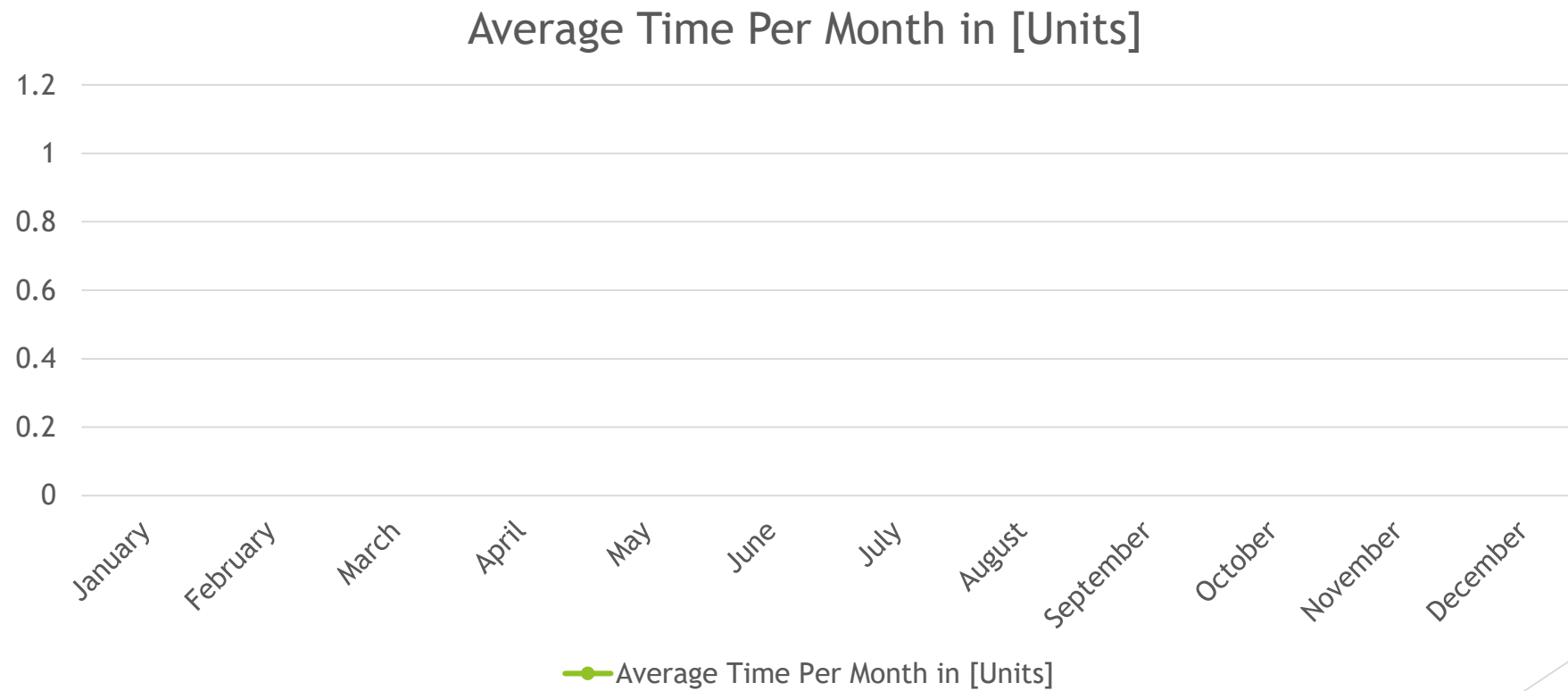
# Average Stop Processing Request Response Time



# User Data Downloads Over the Last Year



# Average User Data Download Time



# Breakdown of [User Right] for [Product/Business Segment]

Number of [User Right]

[Use this slide to emphasize the exercise of a specific user right by product where you believe it is particularly relevant]

■ [Product 1] ■ [Product 2] ■ [Product 3] ■ [Product 4]

# User Rights Observations

- ▶ [List major take-aways and other observations about the exercise of user rights here.]





## Advising the Business

Helping ensure our product designs and vendor decisions comply with privacy and cybersecurity regulations and protect our company's image.

# At a Glance

Legal Right/Responsibility	Number This Year	Number Last Year
Privacy Impact Assessments		
Average Completion Time		
Data Protection Impact Assessments		
Average Completion Time		
Staff Receiving Privacy Training		
Percentage of All Staff	%	%

# Profile of Privacy Impact Assessments

PIAs by [Business  
Segment/Product]

■ 1 ■ 2 ■ 3 ■ 4

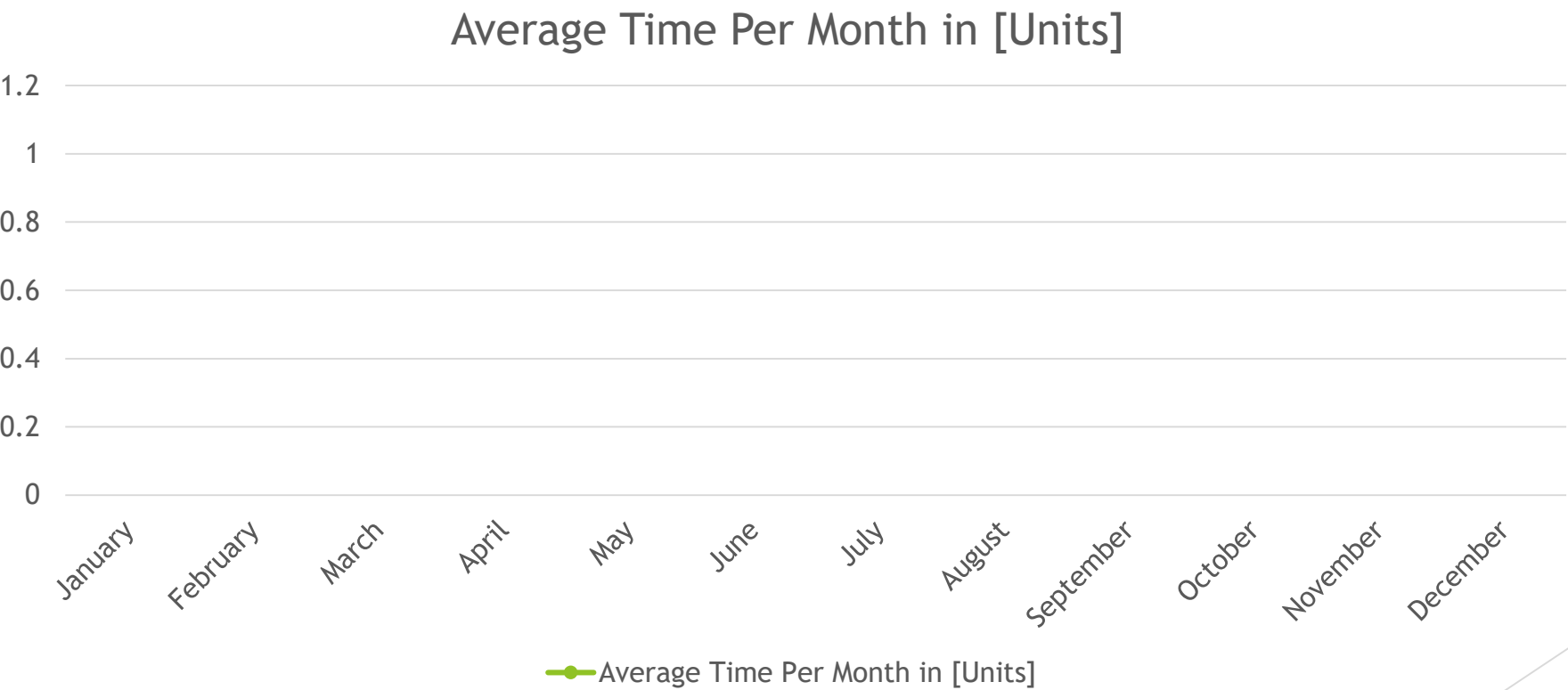
PIAs by Result

■ Approved ■ Approved with Changes ■ Denied

# Privacy Impact Assessments Over the Last Year



# Privacy Impact Assessments Average Completion Time



# Profile of Data Protection Impact Assessments

DPIAs by [Business Segment/Product]

■ 1 ■ 2 ■ 3 ■ 4

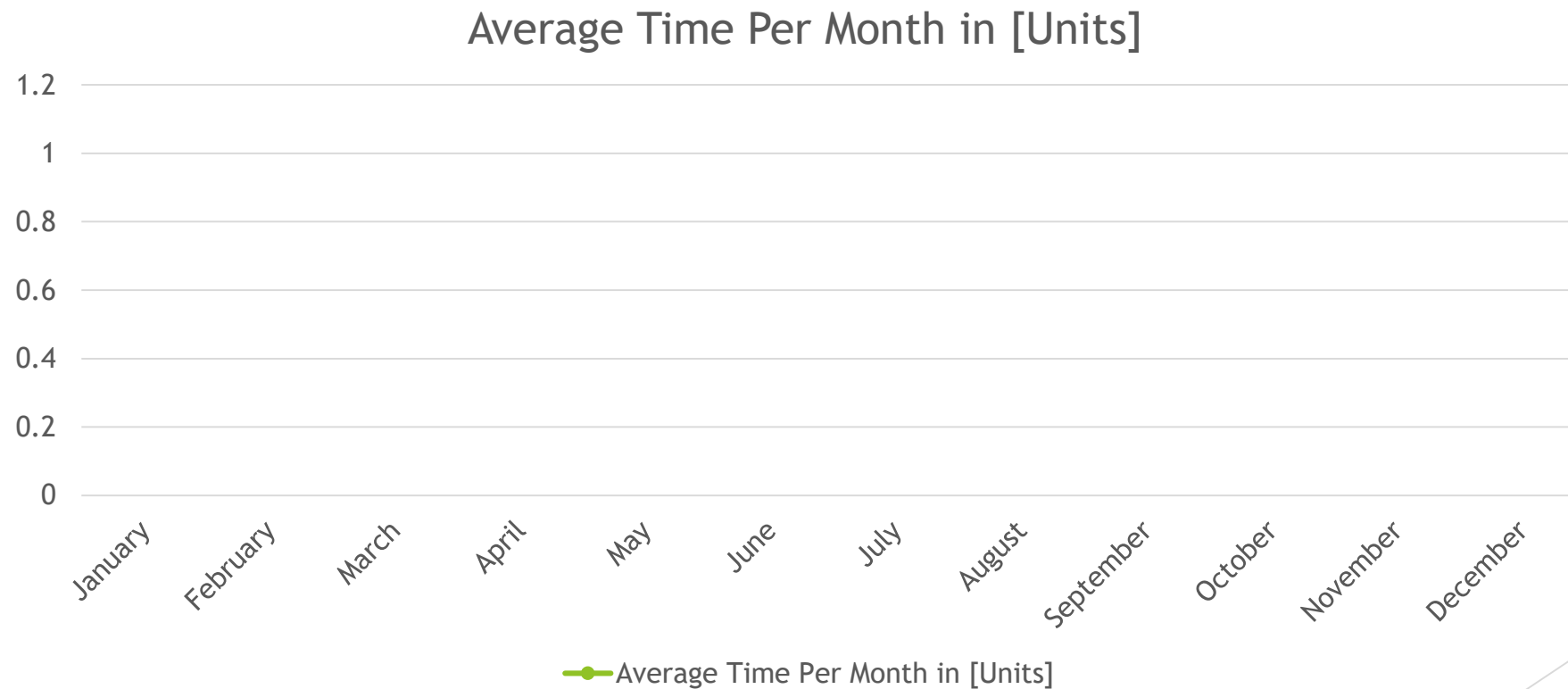
DPIAs by Result

■ Approved ■ Approved with Changes ■ Denied

# Data Protection Impact Assessments Over the Last Year

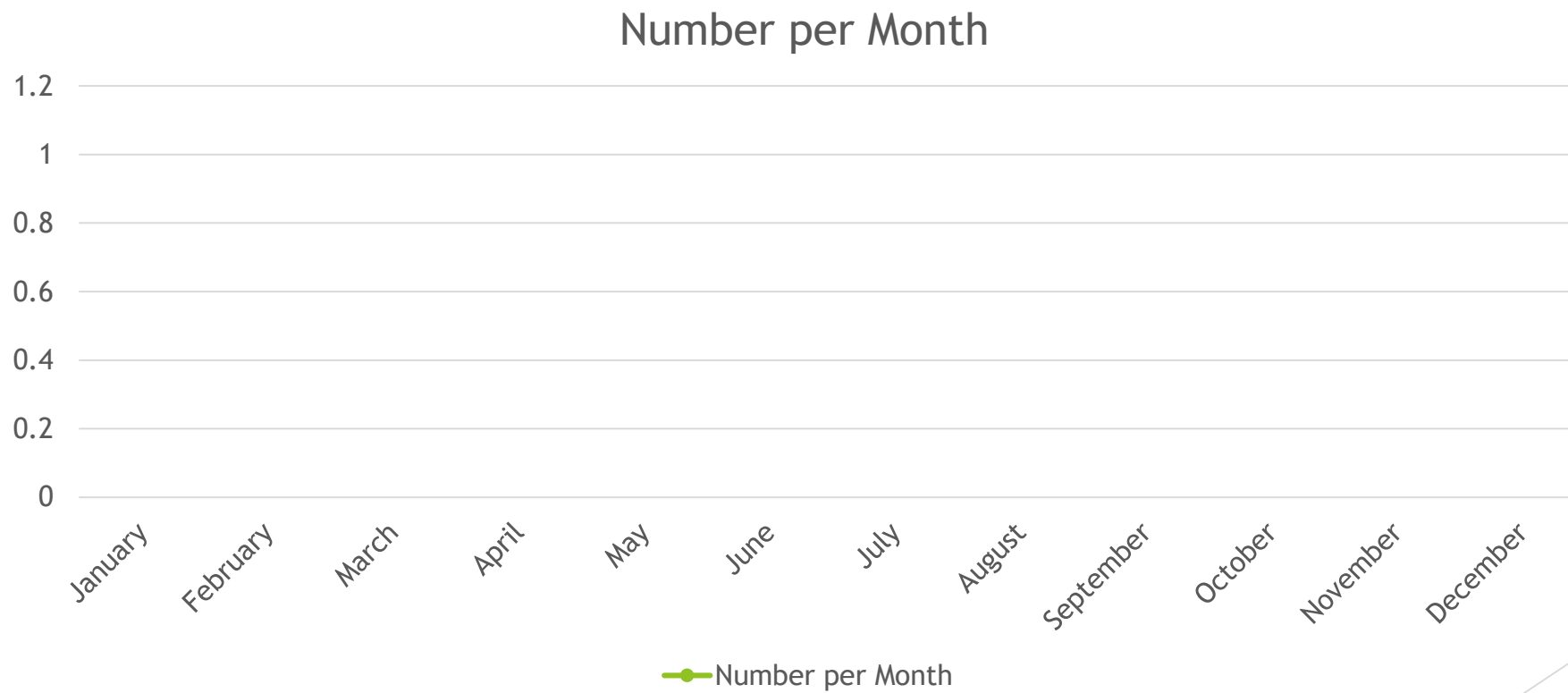


# Average Data Protection Impact Assessment Completion Time

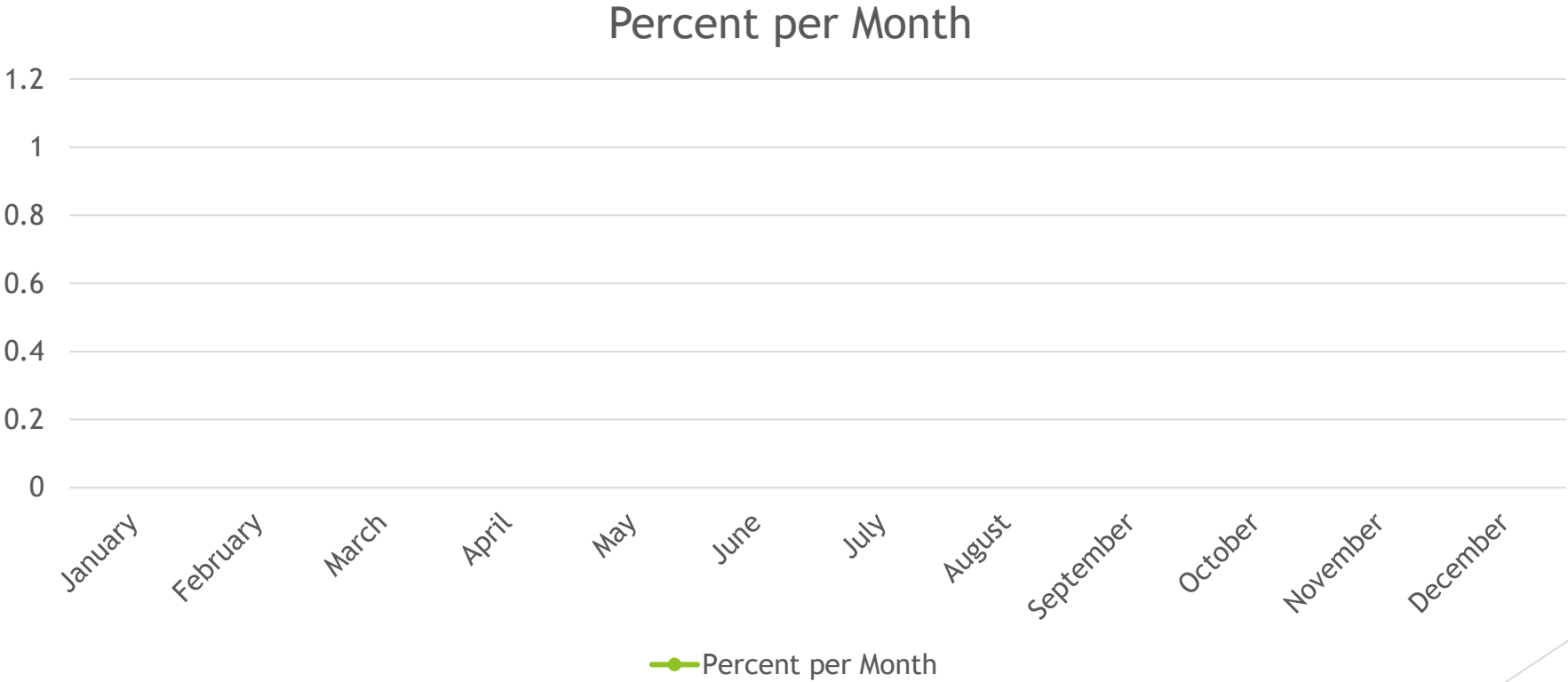




# Trained Staff Over the Last Year



# Total Percentage of Trained Staff Over the Last Year



# Major New Regulatory Laws, Rules, and Codes

- ▶ [Name] Status: [Red, Yellow, or Green - Representing Readiness]
  - ▶ [Quick background]
  - ▶ [Brief on company response, including progress]

# Advisory and Compliance Observations

- ▶ [Use this slide to list major observations about PIAs and DPIAs, including take-aways, here].



# Ensuring Compliance

Assisting in and supervising required privacy audits.

# At a Glance

- ▶ This year we completed [#] privacy audits.
- ▶ Our auditors were:
  - ▶ [List, include targeted business segments or products where relevant]
- ▶ [All of the major findings have already been presented/Some additional findings are:
  - ▶ List]
- ▶ The following things are still required for outstanding privacy audits:
  - ▶ [List]
- ▶ Some of our future audit challenges are:
  - ▶ [List]

# Profile of Audit Sizes

Covered Products by Contained Data

■ [Product 1] ■ [Product 2] ■ [Product 3] ■ [Product 4] ■ Uncovered



# Financials & Budget

Delivering security and privacy affordably



# Business Case vs. Outcomes

- ▶ [Brief, industry-specific case for privacy and cybersecurity in your organization.]
- ▶ [Compared to outcomes]

# Budget Profile

Total Budget: [\$,£,€,₹,¥ etc.][#]

## Expenditures

- Staff Compensation
- Privacy Implementation Costs
- Auditing
- Compliance Program Roll-Outs
- [Etc.]
- Cybersecurity Implementation Costs
- Other Equipment
- Legal Expenditures
- Staff Training



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## Conclusions

# Conclusions

- ▶ [List major take-aways here]



## Annex

[Extra slides provided which can be moved into or out of the presentation depending upon business needs.]

# Registered Data Privacy Officers by Country

Country	Registered Data Privacy Officer

# Retained Privacy or Cybersecurity Legal Counsel by Case

Firm (Supervising Attorney)	Case

# Fines Paid Last Year by Country and Law

Total Fines: [\$,£,€,₹,¥ etc.][#]

Fines

■ [Country-Law 1] ■ [Country-Law 2] ■ [Country-Law 3] ■ [Country-Law 4]