



Data Protection Audit Service

Everything your organisation needs to understand its obligations, identify the gaps, and start putting things right.

CHOOSE YOUR AUDIT

REMOTE AUDIT

£395

Conducted by video call and email. Ideal for most small organisations.

ON-SITE AUDIT

£695

Includes a half-day visit to your premises.

WHAT'S INCLUDED — BOTH OPTIONS

- **Pre-audit questionnaire**
A straightforward, plain English form I send before the audit. This helps me to prepare and means your time is spent on the things that matter.
- **The audit itself**
A structured review of what personal data you hold, how you use it, who you share it with, and whether your current arrangements meet your legal obligations.
- **Written audit report**
A clear, prioritised report — what I found, what needs to change, and what to do first. Written in plain English, not legal jargon.
- **Suite of blank template documents**
Ready to use or adapt, provided free with every report. See page 3 for the full list.
- **Staff awareness poster**
A branded, print-ready A4 poster covering the seven habits that prevent most data protection problems.
- **Follow-up Q&A**
A brief follow-up call or email exchange once you have had a chance to read the report.

WHY THREE COUNTIES DATA PROTECTION?

- **Qualified and insured.** Liz Sydenham holds the BCS Practitioner Certificate in Data Protection and carries professional indemnity insurance.
- **Plain English, always.** No unnecessary complexity. Advice that is proportionate to the size and nature of your organisation - not scaled down from a corporate template.
- **Built for organisations like yours.** Three Counties Data Protection works exclusively with small businesses, charities and community organisations across Worcestershire, Gloucestershire and Herefordshire.
- **One point of contact.** You will always deal directly with Liz - not passed to a junior consultant.
- **No surprises.** Fixed price, agreed in advance. The price you see is the price you pay.

Ready to book, or have a question?

Get in touch and I'll respond quickly to your enquiry. There's no obligation, and I'm happy to have an informal chat first if that's helpful.

hello@threecountiesdata.co.uk
www.threecountiesdata.co.uk

How the Audit Works

The audit is designed to be as straightforward as possible for you and your team. Most small organisations tell me that the process itself is reassuring - it is a chance to understand where you stand, not a test you can fail.

01 I send you the questionnaire A short, plain English form covering what your organisation does, what data you hold, and how. Designed to take no more than 45 minutes to 1 hour to complete. You can answer it in your own time before we meet.	02 I review your answers I review your questionnaire responses before the audit, so that the time together is focused on the areas that need the most attention.	03 The audit I work through your organisation's data practices - what you hold, why, where, and how it's protected. Remote audits are conducted by video call; on-site audits take half a day at your premises and include a physical review.	04 Report & templates You receive a written report within 14 working days, along with your suite of blank template documents. A short follow-up exchange is included so you can ask questions once you've read it.
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Remote vs on-site – what's the difference?

	Remote Audit · £395	On-site Audit · £695
How it's conducted	Video call and email	Full day at your premises
Physical records review	Based on what you describe	I review paper records, filing systems and physical storage in person
Best suited to	Most small organisations with largely digital records	Organisations with significant paper records, CCTV, or those who prefer a face-to-face approach
Pre-audit questionnaire	✓ Included	✓ Included
Written audit report	✓ Included	✓ Included
Template documents	✓ Included	✓ Included
Staff awareness poster	✓ Included	✓ Included
Follow-up Q&A	✓ Included	✓ Included

Not sure which option is right for you? Get in touch and I'll help you decide — there's no obligation.

Your Audit Report







The written report is the heart of the service. It is structured to be readable by everyone in your organisation — not just the person who manages data protection - so that it can be shared with your committee, trustees, or management team.

What the report covers

Section	What it tells you
Summary	A brief overview of findings and an overall assessment - designed to be read first by anyone who doesn't have time for the full report.
Priority actions	The things you need to address first, clearly labelled by urgency. You'll know exactly where to start.
Lawful basis	Whether you have a clear legal basis for the personal data you hold and process, in plain terms.
Privacy notices	Whether you are telling people what you do with their data, and whether what you're telling them is accurate.
Data security	How well personal data is protected — physically and digitally — and where the gaps are.
Data retention	Whether you are keeping data for the right length of time, and whether it is being disposed of properly.
Data sharing	Who you share personal data with, whether you should, and whether the right agreements are in place.
Individual rights	Whether you have a process for handling requests from people who want to access, correct or delete their data.
Breach preparedness	Whether you have a process for identifying, recording and reporting data breaches.
Staff awareness	Whether staff and volunteers understand their data protection responsibilities.
ICO registration	Whether you are required to register with the Information Commissioner's Office — and if so, whether you have.

Blank template documents — included free with every report

Every audit client receives a suite of blank, ready-to-use template documents. These are provided as Word or Excel files, fully editable, with plain English guidance notes throughout.

 Data Protection Policy All-in-one policy covering breach handling, complaints, retention, training and security.	 Records of Processing Activities (ROPA) Excel register to record what personal data you hold and why — as required by UK GDPR.
 Data Processing Agreement Plain English contract for use with suppliers who handle personal data on your behalf.	 Subject Access Request Pack Deadline-tracking log plus four letter templates for responding to data requests.
 Privacy Notice template Plain English template explaining to people how you handle their personal data.	 Staff Induction Training Workbook Workbook, self-assessment, certificate, and training log for onboarding staff and volunteers.

About Three Counties Data Protection

Three Counties Data Protection is a sole-trader consultancy based in the Three Counties region, providing practical, proportionate data protection advice to small businesses, charities and community organisations across Worcestershire, Gloucestershire and Herefordshire.

The consultancy was founded on a straightforward premise: that small organisations deserve the same quality of data protection advice as large ones - but delivered in a way that makes sense for their size, their budget, and the way they work.

Credentials and experience



BCS Practitioner Certificate in Data Protection

A recognised professional qualification in UK data protection law and practice, awarded by the British Computer Society.



Professional indemnity insurance

Full professional indemnity cover - so you have recourse if anything goes wrong.



Information governance and compliance background

A professional background spanning information governance, database implementation, project management, and governance support - including experience as Clerk to Governors and Company Secretary. This breadth means advice is practical and grounded in how organisations operate, not just what the law says.



Plain English specialism

A consistent commitment to translating legal and regulatory complexity into clear, accessible language - in every report, every template, and every conversation.

Frequently asked questions

Do I have to do anything before the audit?

Just complete the pre-audit questionnaire, which I send in advance. It takes around 45 minutes to 1 hour and can be completed by whoever knows your organisation's data practices best.

How disruptive is it?

Remote audits require minimal time from your team - typically a call of one to two hours with whoever manages your data. On-site audits take half a day but are designed to cause as little disruption as possible.

What happens after the audit?

You receive your report and templates within 14 working days. After that, it is up to you - some clients implement the recommendations themselves, others come back to me for help with specific documents or training. There is no obligation to do anything further, though I am always happy to help.

We're very small — is this really for us?

Yes. The audit is designed specifically for small organisations. The questionnaire, the report, and the advice are all proportionate to your size. I work with organisations ranging from sole traders and charities with a handful of staff to medium size retail and hospitality businesses.

Part of a series of service guides from Three Counties Data Protection

Each guide covers a different way I can help your organisation with data protection.

No. 1 · Audit Service

No. 2 · Document Preparation Service

No. 3 · Training & Support Service