



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 full professional indemnity insurance.
- **Plain English, always.** No unnecessary complexity. Advice that is proportionate to the size 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, Herefordshire and Gloucestershire.
- **One point of contact.** You will always deal directly with Liz.
- **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 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 and email; 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.

Remote vs on-site – what's the difference?

	Remote Audit · £395	On-site Audit · £695
How it's conducted	Video call and email	Half-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.

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	Every recommendation from the report pulled into a single prioritised list - so you know exactly where to start and can work through it without flipping back through the full document.
Privacy notices & transparency	What you're telling people about how you use their data, and whether it's accurate, complete, and up to date.
Why you collect this information	The legal basis for the personal data you hold and process - assessed clearly and in plain terms.
Data subject rights & complaints	Your process for handling requests from people who want to access, correct or delete their data - and where it needs strengthening.
Marketing & communications	How you contact people for marketing purposes, and whether you have the right permissions in place to do so.
Data sharing & third parties	Who you're sharing personal data with, whether you should be, and whether the right agreements are in place.
CCTV	Whether your CCTV system is operated lawfully - including signage, retention of footage, and access controls.
Data security – digital and physical	How well personal data is protected - physically and digitally - and where the gaps are.
Retention & disposal	How long you're keeping personal data, and whether it's being disposed of securely when no longer needed.
Breach history & procedures	Your process for identifying, recording and reporting data breaches - and how ready you are if one occurs.
Staff training & awareness	How well staff and volunteers understand their data protection responsibilities - and what training might help.
Written policies	Whether your organisation has documented its approach to data protection - and whether those documents are fit for purpose.
Use of AI tools	Whether AI tools used in your organisation are being used safely and in line with data protection obligations.

Blank Template Documents

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 Template All-in-one policy covering breach handling, complaints, data retention, staff training and security.	■ Record of Processing Activity (ROPA) Template An Excel register of what personal data you hold, why you hold it, and how long you keep it - as required by UK GDPR.
■ Data Processing Agreement Template A plain English contract for use with suppliers who handle personal data on your behalf.	■ Subject Access Request Pack Four letter templates plus a deadline-tracking log for handling data requests from individuals.
■ Privacy Notice Template A plain English template explaining to your customers, members or service users how you handle their personal data.	■ Data Retention Schedule Template A clear schedule setting out how long you keep different types of personal data, and when it's time to review or delete it.

About Three Counties Data Protection

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

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 will send in advance. It should take no more than 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 blank template documents within 14 working days. After that, it is up to you - some clients implement the recommendations themselves using the templates provided. Others ask for help with specific documents, training, or ongoing support. Service guides covering each of these are available on request or can be downloaded from the website.

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.

This service guide is part of a series from Three Counties Data Protection

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

1

**Data Protection
Audit**

2

**Documentation
Preparation**

3

Ad Hoc Support

4

**Training and
Awareness**