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| **Guide to using Wired Relations' templates** |

Wired Relations' templates\* can be used directly in your work with data protection and information security - but can also be used as inspiration for your own material. You can modify them as needed to make them exactly as you want them.

NOTE! There may be sections that are not relevant to all organizations. If this is the case, it will be clearly indicated in the text.

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| Text boxes in the document contain focus points and good advice for you as a data controller or data processor. Please note that the text boxes should be removed from the final version of the specific policy or procedure. |

There will be places in the text where you are prompted to insert the organization's name or other information. In these cases, it will be marked as follows: [insert organization's name].

At the bottom of each document, there will be a table that provides an overview of the document's version, the latest update, and who is responsible for the document.

Here are some additional tips for using Wired Relations' templates:

* Read the instructions carefully before you start using the templates. This will help you understand how to use them effectively.
* Customize the templates to fit your organization's needs. You can add or remove sections, change the wording, and add your own logo and branding.
* Keep your templates up to date. Data protection and information security regulations are constantly changing, so it's important to make sure your templates are always up to date.

We hope you find Wired Relations' templates helpful. If you have any questions, please don't hesitate to contact us.

**Annual Data Protection Management Report [insert year]**

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| Data protection management reporting practices vary significantly across organizations. Some organizations may provide monthly or quarterly reports to management (in addition to ongoing updates), while others may hold monthly or quarterly meetings or utilize an entirely different reporting format.  In most cases, data protection management reports are prepared by the organization's Data Protection Officer (DPO) or another designated data protection individual or team.  This data protection management report template serves as a tool to:   1. Summarize annual activities 2. Highlight specific focus areas 3. Provide a comprehensive overview of events throughout the year 4. Emphasize any action plans extending into the following year 5. Evaluate data protection efforts over the past year |

**Purpose**

The purpose of this management report is to provide senior management with a comprehensive overview of data protection activities undertaken by [Organization Name] over the past year. This includes summarizing progress on specific tasks, highlighting key focus areas, and outlining any action plans extending into [20xx].

**Summary**

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| Depending on the number of issues and focus points addressed in the management report, it may be recommended to include a summary. |

**Summary of Annual Activities**

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| Description of Activities During the Past Year   * Key Areas of Focus * New Initiatives * Risk Assessments and New Activities/Security Measures * New Data Processor Agreements * Awareness Initiatives |

**Overview of data breaches at [Insert Organization Name]**

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| Include a brief overview of the data breaches identified in the current year.   * Total Number of Breaches * Number of breaches reported to the Data Protection Authorities * Nature of the breaches – any trends? * Action plans and special activities |

**Risk Assessments**

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| Describe the extent to which risk assessments have been conducted in relation to the data subject.   * What risk assessments have been carried out? * Have the risk assessments carried out led to any changes in security measures? |

**Data processor audit**

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| Describe the extent to which data processors have been audited.   * What audit activities have been carried out? For example, physical, written, or in the form of an auditor's report? * Have the audit activities raised any concerns? |

**Awareness**

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| Describe the awareness measures that have been taken in the current year, such as:   * Emergency drills * Quizzes * Internal audits * Training   If next year's awareness plan has already been established, this can also be described here. |

**Action Plans**

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| If the organization is working on action plans, it can be useful to provide a status update here.   * Completed action plans. * Ongoing action plans that extend into next year. Special activities related to these plans. |

**Other**

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| Management reporting is also a tool where you can express any areas that are not working, such as a lack of resources, skills, etc. If there is a need for this, it is always a good idea to come up with a solution proposal at the same time. |

### **Document Information**

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| Document Version |  |
| Date of Issue for This Version |  |
| Responsible Person |  |
| Status |  |