



## Quarterly Compliance Report

**Note:** This quarterly compliance report template provides a structured format for data controllers and data processors to present their adherence to Personal Data Protection Act to the Personal Data Protection Commission (PDPC). The DPOs can customize the template as needed to accurately reflect their organization's data protection practices and compliance status.

### 1. Contact Information

Name of the Organization	
Registration Number	
Organization Address	
Organization's Website URL	
Name of the DPO	
Contact phone number	
Contact e-mail address	
Date of Submission	
Timeframe of Assessment (start date to completion date)	
Reporting Period (e.g., Q1 2024)	

### 2. Executive summary

- Brief overview of the compliance status
- Highlights of key issues and actions taken during the reporting period

### 3. Introduction

- Purpose of the report
- Scope and methodology used for compliance assessment

#### 4. Compliance Overview

- Summary of compliance activities conducted
- Overview of personal data processing activities
- Key changes or updates in data processing activities

#### 5. Data Subject Requests Handled

- Number of data subject requests received
- Type of requests (access, rectification, erasure, etc.)
- Compliance with data subject rights

#### 6. Data Protection Incidents and Breaches (Reported incidents)

- Number of Complaints related to data protection and privacy
- Number of data breaches reported
- Nature and scope of data breaches
- Actions taken to mitigate the impact

#### 7. Audit and Monitoring

- Internal and external audits conducted
- Findings and corrective actions taken
- Updates or revisions to data protection policies
- Implementation status of data protection measures

## 8. Contracts and Agreements (Third-Party Personal Data Processors)

- List of third-party processors and their compliance status
- Agreements and monitoring activities

## 9. Data Protection Impact Assessments (DPIAs) (if applicable)

- Summary of DPIAs conducted (e.g.; on Deployment of CCTV cameras and Processing of location data on a large scale, such as a mobile app that enables collection of users' geolocation data, etc.)
- Key findings and mitigation measures

## 10. Cross-border Data Transfers

- Summary of cross-border data transfers
- Compliance with data transfer requirements

## 11. Employees Training and Awareness

- Data Protection and Privacy Trainings attended by the DPO
- Data Protection and Privacy Trainings Conducted by DPO for Staff
- Training to Agents/Third parties/Contractors
- Training programs conducted for employees
- Awareness initiatives and their effectiveness

## 12. Risk Management and Mitigation

- Identified risks related to data protection
- Mitigation measures implemented or planned

## 13. Challenges and Recommendations

- Identify challenges faced in data protection compliance
- Recommendations for improving data protection practices

## 14. Future Plans and Improvements

- Planned activities for the next reporting period
- Continuous improvement initiatives

## 15. Conclusion

- Summary of overall compliance status
- Key takeaways and recommendations

## 16. Declaration

I, [Name of the Data Protection Officer or CEO, Managing Director or Company Secretary], on behalf of [Organization Name], hereby declare that the information provided in this Personal Data Protection Quarter Compliance Report is accurate, complete, and up-to-date to the best of my knowledge.

NAME OF PERSON SUBMITTING THE REPORT: .....

TITLE OF PERSON SUBMITTING THE REPORT: .....

SIGNATURE OF PERSON SUBMITTING REPORT: .....

DATE REPORT SUBMITTED TO PDPC: .....

## 17. Appendices

- Supporting documents, such as detailed logs, policy documents, and training materials