

To: Richard Bevins, Head of Information Governance

Cc: Howard Carter, General Counsel
James Alexander, Head of Privacy and Data Protection
Tricia Wright, HR Director
Shashi Verma, CTO & Director of Customer Experience
Lauren Sager Weinstein, Chief Data Officer, Customer Experience
Leon Daniels, MD Surface Transport
Mark Wild, MD London Underground
Vernon Everitt, MD Customers, Communications and Technology.

From: Clive Walker
Director of Internal Audit

Phone: [REDACTED]

Date: 11 July 2017

Ref: IA 17 108

Planned Internal Audit Work on preparation for the General Data Protection Regulation (GDPR)

Following our audit planning meetings on 9 May and 12, 15, 19 June 2017, we have agreed the following details for this audit work.

Audit objective

To provide assurance that TfL's preparations for the GDPR are appropriate, timely, robust and effective.

Scope

A review of TfL's preparations for the GDPR which will come into force in May 2018. It will cover the following areas:

- Roles and responsibilities
- Progress towards meeting the Information Commissioner's Office guidance 'Preparing for the GDPR - 12 steps to take now' (March 2016)
- Policies and procedures
- Risk management

- Monitoring of progress to ensure compliance

Planned audit timetable

Start of fieldwork	10 July 2017
Closing meeting	21 September 2017
Draft interim report issued	28 September 2017
Interim report issued	19 October 2017

Audit team

Senior Audit Manager: Colin Garland [REDACTED]

Audit Manager: Graham Tye

Auditor: Manisha Mehta

Internal Audit and auditee responsibilities

In order to enable the audit process to be concluded as efficiently and effectively as possible, we make certain undertakings concerning our delivery of the audit, and we also ask you to accept certain [responsibilities](#). The linked document contains details of our respective responsibilities together with information about the audit reporting process.

In the event of any queries with the content of this memo or at any time during the course of the audit, please do not hesitate to contact the Senior Audit Manager or me to discuss.

Kind regards

Clive Walker

Director of Internal Audit

Email: [REDACTED]