

# Activity-Based Compliance Log Documentation

## Document Information

Document Title	Compliance Activity Log - Q2 2024
Prepared By	Compliance Team
Date Created	2024-06-06
Review Cycle	Quarterly

## Activity Log

Date	Activity	Responsible	Status	Notes
2024-04-10	Policy Review Meeting	Jane Doe	Completed	Updated Data Security Policy
2024-04-20	Employee Training: GDPR	Mark Smith	Completed	All staff attended training
2024-05-13	Internal Audit: Access Logs	John Lee	In Progress	Audit ongoing, report due 2024-06-15
2024-05-27	Vendor Compliance Check	Jane Doe	Scheduled	Vendor to provide new certificates

## Approval & Sign-Off

Approver Name	Emily Carter
Signature	_____
Date	2024-06-06

## Important Notes

- Accurate, timely logging of compliance activities is essential for audits.
- Each activity should record date, description, responsible person, and status.
- Document updates and reviews should be done regularly as per compliance requirements.
- Maintain clear records of approvals and sign-offs for accountability.