

# Compliance Activity Records

Date	Activity Description	Responsible Person	Status	Remarks
2024-05-15	GDPR Audit Review	Alice Johnson	Completed	All records up to date
2024-05-20	Annual Policy Training	Mark Lieu	Ongoing	80% staff completed
2024-05-28	Internal Data Security Assessment	Leah Brinks	Scheduled	Planned for June
2024-06-01	Compliance Reporting Submission	Sam DeVries	Pending	Awaiting management approval

- Ensure activity records are updated regularly and accurately maintained.
- This document provides evidence of ongoing compliance efforts.
- All entries should be reviewed periodically by the compliance officer.
- Keep digital and/or physical backups of this document as needed.