Compliance Issues and Action Items Log

#	Issue Description	Owner	Date Identified	Status	Action Items	Target Date	Comments
1	Outdated privacy policy document on website	Legal Team	2024-05-10	Open	Draft updated document, submit for approval, publish new version	2024-06-15	Under review by management
2	Missing records for required staff compliance training	HR	2024-05-17	In Progress	Collect missing records, schedule training sessions	2024-06-05	Partial records received
3	Unencrypted transmission of customer data	IT	2024-05-22	Open	Update protocols for encryption, test & deploy changes	2024-07-01	Escalated to CTO
4	Lack of documentation for vendor due diligence	Procurement	2024-05-25	Closed	Create checklist, update vendor files	2024-05-29	Completed and filed

Important Notes:

- This log should be regularly updated and reviewed by relevant stakeholders.
- Detailed and accurate records help demonstrate compliance during audits.
- Each issue should have a clear owner and target completion date.
- Use this document to track progress and ensure accountability.
- Confidential information should be handled in accordance with organizational policy.