Artificial Intelligence (AI) Audit – Opening Meeting Agenda

Opening meeting for the [organisation] remote audit:

Date: [enter date]

Time: [enter time]

Attendees: [names of ICO and organisation's attendees]

Date of remote audit: [enter date]

Agenda

1. Introductions - ALL
2. Presentation giving an overview of the AI product / service and the data processing operations – TBC
3. Confirmation of audit scope and controls – TBC
4. Outline of the 'remote' audit process (including pre audit evidence and interview scheduling*) – TBC
5. Agree timescales for: Evidence submission, schedule development and audit report – TBC
6. AOB/Questions – ALL

*see additional documents sent