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| ORGANISATIONAL REQUIREMENTS | |
| **Completed by** |  |
| **Workplace/organisation** |  |
| **Date completed** |  |
|  | |
| **Organisational Requirements for Producing Financial Statistics Reports** | |
| **Policy/Protocol Relating to Security Requirements** | |
| **Name of security policy/protocol\*:**  *\*Should the requirements below be found in other policies/protocols, you may use these other policies/protocols in addition to the policy/protocol specified here. However,* ***ensure to specify the name of the separate policy/protocol you accessed in your summary of procedures***. | |
| **Procedures to ensure file security:**  *Provide a summary only.* | | |
| **Procedures to ensure data security:**  *Provide a summary only.* | | |
| **Procedures for recordkeeping:**  *Provide a summary only. Include one (1) procedure relating to the easy retrieval of statistical records.* | | |
| **Procedures for using digital tools to access information:**  *Provide a summary only.* | | |
| **Regulatory and Legislative Requirements Relating to Interpreting and Using Financial Statistics and Tools** | |
| |  |  | | --- | --- | | **Regulatory Requirements** | **Legislative Requirements** | |  |  | |  |  | | |