

Management Review Report

Viamed

Role: Data Protection Officer

Report Date: 14 May 2026

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- 1. Data Protection Officer (ID #48)
- 2. **Conclusion / Executive Summary**

Task Completion History - Colour Key

Colour coding in the 'Days to Complete' column reflects performance, not formal sign-off status (some auto-issue tasks never receive formal investigation sign-off).

Green	Completed in 14 days or less (good)
Yellow	Completed in 15 - 60 days (acceptable)
Orange	Completed in over 60 days (slow)
Red	Outstanding - not yet completed (age shown)

Role: Data Protection Officer (ID #48)

Reports To: Managing Director ? Share Holder

Assigned Employees: Helen Lamb, Helen Lamb, Helen Lamb, Helen Lamb

Processes Assigned: 6 (6 active, 0 responsibility-only)

Role Risk Indicators - Data Protection Officer

- 6 linked processes
- No overdue rolling tasks
- 3 processes with only one trained user
- 1 processes missing measurable objective
- 5 processes with no audit configured

Dependency / Single-Point-of-Failure Risk

- Helen Lamb linked to 83% (5 of 6) of role processes - single point of failure risk
- 3 process(es) have only 1 trained employee - no backup coverage

Process ID #8116 — Data Protection Officer Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (3 of 6 - 50%)

Measure	Status
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Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	No
Has Backup Staff	No
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process		
Outputs to the Process		
Risks to the Process		
Steps to Minimise Process Risks		
Scope / Definition of Process / Objective	New Process as of 14 / 05 / 2026.Roles Titles Processes and Procedures ADMIN ViamedEnd column of Data Protection Officer Responsibilitys ReviewPrint to PDF,	Derek Lamb 14 May 2026
Likelihood of Risk (1-5)		
Severity of Risk (1-5)		
Measurable Objective		
Training Method Required		
Verification / Effectiveness		
Covid / Pandemic Notes		
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	NEEDS SETTING (Frequency=0, Severity=0)	

Interested Parties

- ISO Auditing Bodies
- Internal Systems

Trained Staff (1)

- Derek Lamb (trained by Derek Lamb)

Associated Documents

- management reviews - Roles Reviews (Doc ID: 220072)

Rolling Task #1336

Subject: Data Protection Officer Review

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed
Roles Titles Processes and Procedures ADMIN Viamed
End column of Data Protection Officer Responsibilitys Review
Print to PDF,

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397371	Data Protection Officer Review (1336)	14 May 2026		Outstanding (0 days)	Derek Lamb

Process ID #7910 — Review CCTV Warning Signs

Management Review

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Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Clear precise signs visible around the building and land	Helen Lamb 21 Sep 2018
Outputs to the Process	compliance with law and GDPR	Helen Lamb 21 Sep 2018
Risks to the Process	that signs will not be clearly visible, that they may have been lost	Helen Lamb 21 Sep 2018
Steps to Minimise Process Risks	issue to check	Helen Lamb 21 Sep 2018
Scope / Definition of Process / Objective	To check the signs we have are appropriate, clear and positioned in the correct	Helen Lamb 20 Sep 2018
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 21 Sep 2018
Severity of Risk (1-5)	1.Negligible	Helen Lamb 21 Sep 2018
Measurable Objective	Only to check signs can be seen around that building and land	Helen Lamb 21 Sep 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Government E.G. HMRC
- Physical Sites

Linked Companies

Management Review

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- Viamed
- VST
- Viamed Properties
- Vandagraph

Trained Staff (2)

- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- Cctv warning A4 (Doc ID: 14076)

Rolling Task #910

Subject: Review CCTV Warning Signs

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed.

Check the posted warning signs are visible from the public footpath

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
375877	Review CCTV Warning Signs (910)	22 Sep 2025	25 Sep 2025	3 days	Helen Lamb
341682	Review CCTV Warning Signs (910)	23 Sep 2024	03 Oct 2024	10 days	Helen Lamb

Process ID #7930 — Review Flow Of Data

Last Reviewed: 13 Apr 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Review of Data	Derek Lamb 12 Mar 2019
Outputs to the Process	Updated Flow diagram	Derek Lamb 12 Mar 2019
Risks to the Process	not updated	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of tasks	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Flow of GDPR Data through the companys	Derek Lamb 12 Mar 2019

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Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Mar 2019
Severity of Risk (1-5)	1.Negligible	Derek Lamb 12 Mar 2019
Measurable Objective	issues carried out and results / minutes of management review when carry out.	Helen Lamb 02 Nov 2021
Training Method Required	External training course from external provider.	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Customer
- Supplier
- Staff
- VST Supplier

Linked Companies

- Viamed
- Viamed Properties
- Vandagraph
- VST

Trained Staff (2)

- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 23 Analysis of Data Viamed (Doc ID: 158752)
- Audit 23 Analysis of Data VST (Doc ID: 158748)
- VM3COP20.80 GDPR Flow of data through the companies (Doc ID: 179474)

Rolling Task #958

Subject: Review Flow Of Data

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed

Review the Flow of GDPR Data within our organisation and update the appropriate document VM3COP20.80 GDPR Flow of data through the companies

Rolling Audit #959

Subject: Review Flow Of Data

Target User: Derek Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed Flow of GDPR Data through the companys Review of Data

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
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394391	Review Flow Of Data (959)	13 Apr 2026	13 Apr 2026	0 days	Derek Lamb
391679	Review Flow Of Data (958)	13 Mar 2026	02 Apr 2026	20 days	Helen Lamb
361423	Review Flow Of Data (959)	14 Apr 2025	28 Apr 2025	14 days	Helen Lamb
358447	Review Flow Of Data (958)	13 Mar 2025	27 Mar 2025	14 days	Helen Lamb

Process ID #7913 — Review Personnel Files

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	No
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	files and documents	Helen Lamb 21 Sep 2018
Outputs to the Process	shredding old docs	Helen Lamb 21 Sep 2018
Risks to the Process	that things are kept too long	Helen Lamb 21 Sep 2018
Steps to Minimise Process Risks	regular checks	Helen Lamb 21 Sep 2018
Scope / Definition of Process / Objective	To Review the personnel files to check we remove old data to stay within the GDPR	Derek Lamb 20 Sep 2018
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 21 Sep 2018
Severity of Risk (1-5)	1.Negligible	Helen Lamb 21 Sep 2018
Measurable Objective	Check Tasks are completed	Derek Lamb 20 Sep 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while	Helen Lamb 23 Oct 2020

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Risk / Benefit Report
HSE Implications
Calculated Risk Code

the crisis is occurring.
No Action
No health and safety implications
No Action (Frequency=1, Severity=1)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Interested Parties

- Regulations
- Staff

Linked Companies

- Vandagraph
- VST
- Viamed Properties
- Viamed

Trained Staff (1)

- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 18 Management Review Viamed (Doc ID: 159471)
- Audit 18 Management Review VST (Doc ID: 159473)

Rolling Task #913

Subject: Review Personnel Files
Target User: Helen Lamb
Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed To Review the personnel files to check we remove old data to stay within the GDPR

CVs and information of applicants must be disposed of at 6 months.
Current and ex employees files can be kept for attendance records for 2 years after last action / left company.
HMRC information must be kept for 7 years after last activity or left employment, and then disposed of.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394649	Review Personnel Files (913)	15 Apr 2026	16 Apr 2026	1 day	Helen Lamb
385982	Review Personnel Files (913)	15 Jan 2026	19 Jan 2026	4 days	Helen Lamb
378168	Review Personnel Files (913)	15 Oct 2025	16 Oct 2025	1 day	Helen Lamb
369852	Review Personnel Files (913)	15 Jul 2025	18 Jul 2025	3 days	Helen Lamb
361579	Review Personnel Files (913)	15 Apr 2025	17 Apr 2025	2 days	Helen Lamb
352604	Review Personnel Files (913)	15 Jan 2025	30 Jan 2025	15 days	Helen Lamb
343942	Review Personnel Files (913)	15 Oct 2024	27 Dec 2024	73 days	Helen Lamb
335242	Review Personnel Files (913)	15 Jul 2024	18 Jul 2024	3 days	Helen Lamb

Process ID #7911 — Review Security Of The Special Category Personal Data

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Last Reviewed: 14 Oct 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	No
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Special category personal data or Sensitive data - bank details, staff / HR info, health info, DOB, wages, ethnic origin, political opinions, religious beliefs, trade union membership.	Derek Lamb 20 Sep 2018
Outputs to the Process	All data is Securely looked after security measures need to be appropriate	Derek Lamb 20 Sep 2018
Risks to the Process	Breach of dataFines	Helen Lamb 30 Oct 2023
Steps to Minimise Process Risks	Rolling issue to check the data is being stored securelyRegular issues and reviews to make sure staff are aware of GDPR	Helen Lamb 30 Oct 2023
Scope / Definition of Process / Objective	Review Security Of The Special Category Personal Data	Derek Lamb 20 Sep 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 20 Sep 2018
Severity of Risk (1-5)	2.Minor	Derek Lamb 20 Sep 2018
Measurable Objective	Task review the	Derek Lamb 20 Sep 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- Government E.G. HMRC

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Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (1)

- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)

Rolling Task #911

Subject: Review Security Of The Special Category Personal Data (Sensitive Data)

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed - Review security of the Special Category Personal Data also called Sensitive data these include bank details, staff / HR info, health info, DOB, wages, ethnic origin, political opinions, religious beliefs, trade union membership. This mean checking personnel filing cabinet and the pay file drawer.

Also send out a reminder to directors the following issue using text below.

Special category personal data (sensitivity data)

You are responsible for the security of this category of Data, please review your security with regards to paper files and digital documents and emails. All drawers containing this kind of data must be locked and paperwork secured after use.

This is data such as bank details, staff and HR info, health info, DOB, wages, ethnic origin, political opinions, religious beliefs, trade union membership, HMRC reports, PAYE, sickness records, etc. It includes calls in re any of the above.

Be careful not to take calls when others can over hear.

Any paperwork MUST be locked away securely after use and never left unattended.

All security measures need to be relevant and appropriate

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
376845	Review Security Of The Special Category Personal Data (Sensitive Data) (911)	02 Oct 2025	16 Oct 2025	14 days	Helen Lamb
342601	Review Security Of The Special Category Personal Data (Sensitive Data) (911)	02 Oct 2024	10 Oct 2024	8 days	Helen Lamb

Process ID #7912 — Review The Personel Information We Collect Or Store

Last Reviewed: 09 Oct 2025 by Helen Lamb

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Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Look at the systems and procedures, review any relevant issues.	Helen Lamb 20 Sep 2018
Outputs to the Process	A system that is relevant and appropriate. In compliance with GDPR. Issues and tasks to update or modify what we do to better comply with GDPR	Helen Lamb 20 Sep 2018
Risks to the Process	That we will store information too long or not securely enough That we will store information that we do not need	Helen Lamb 20 Sep 2018
Steps to Minimise Process Risks	review and check what we do, check the standards.	Helen Lamb 20 Sep 2018
Scope / Definition of Process / Objective	Review The Personal Information We Collect Or Store, is the personal information that we collect and store - relevant, accurate and not excessive.	Derek Lamb 20 Sep 2018
Likelihood of Risk (1-5)	1. Improbable	Derek Lamb 20 Sep 2018
Severity of Risk (1-5)	3. Serious	Helen Lamb 20 Sep 2018
Measurable Objective	Task History	Derek Lamb 20 Sep 2018
Training Method Required	External training course from external provider.	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness, of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Interested Parties

- Government E.G. HMRC
- Regulations

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Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (2)

- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 18 Management Review Viamed (Doc ID: 159471)
- Audit 18 Management Review VST (Doc ID: 159473)
- GDPR Compliance / Privacy Notice (Doc ID: 179482)

Rolling Task #912

Subject: Review The Personal Information We Collect and Store

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Review The personal information We collect and store.

Is the personal information that we collect and store - relevant, accurate and not excessive.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
377459	Review The Personal Information We Collect and Store (912)	08 Oct 2025	09 Oct 2025	1 day	Helen Lamb
343233	Review The Personal Information We Collect and Store (912)	08 Oct 2024	14 Oct 2024	6 days	Helen Lamb

Conclusion / Executive Summary

Auto-calculated summary of findings across the report.

Coverage

- 1 roles reviewed
- 6 active processes reviewed

Key Risks

- No critical risks detected.

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Overdue Reviews

- All processes reviewed within last 24 months

Dependency Warnings

- [Data Protection Officer] Helen Lamb linked to 83% (5 of 6) of role processes - single point of failure risk

Missing Audits

- 5 process(es) with no audit configured (excluding responsibility-only)

Missing Measurable Objectives

- 1 process(es) missing measurable objective

Trained Staff Coverage

- 3 process(es) with only one trained user (no backup)

Process Maturity Overview

- 1 of 6 processes (17%) scored below 4 of 6 maturity checks

Per-Role Risk Indicator Summary

Role	Processes	Overdue	>24mo Review	Solo Trained	No Trained	Missing Obj	No Audit
Data Protection Officer	6	0	0	3	0	1	5

End of Management Review Report - Viamed