

Internship Risk Assessment Template

1. General Information

Intern Name: _____

Internship Title/Role: _____

Department/Team: _____

Internship Duration: _____

Internship Supervisor: _____

2. Data Access & Sensitivity

Will the intern have access to sensitive or confidential data? (Yes/No)

If yes, describe the type of data:

Is there a Non-Disclosure Agreement (NDA) in place? (Yes/No)

What access control measures are implemented (e.g., read-only access, VPN restrictions)?

3. System and Software Access

Will the intern use internal systems or platforms? (List them):

Are user accounts, passwords, and permissions restricted to required tools only?

Are there logging or monitoring mechanisms in place? (Yes/No)

4. Legal and Regulatory Compliance

Does the internship comply with GDPR or other applicable data protection laws? (Yes/No)

What legal documentation has been signed (e.g., NDA, internship agreement)?

Has the intern received training on company policies and legal obligations? (Yes/No)

5. Risk Mitigation Measures

What measures are in place to mitigate potential data breaches or policy violations?

Is there a point of contact for reporting incidents or suspicious activity?

Additional Notes or Special Considerations:
