

Data Governance Maturity Self-Assessment

Score your organisation across five themes to see where to focus first.

Work through each statement below and score your organisation from 1 (not in place) to 4 (fully embedded and reviewed regularly). Add up your scores per theme, then use the guide at the end to see where you sit and what to do next.

Scoring guide: 1 = Not in place • 2 = Started, informal • 3 = Documented and mostly followed • 4 = Embedded, monitored, and reviewed

1. Policy & Ownership

Statement	Score (1-4)
We have a written data protection policy that staff can access	
A named person is accountable for data protection (DPO or equivalent)	
Senior leadership receive regular updates on data protection risk	
New starters are briefed on data protection responsibilities	

2. Roles & Accountability

Statement	Score (1-4)
It is clear who owns each system or dataset (CRM, HR, finance, etc.)	
Departments know what data they collect and why	
There is a documented escalation route for data protection queries	
Third-party processors have signed data processing agreements	

3. Data Quality & Records

Statement	Score (1-4)
We maintain a Record of Processing Activities (ROPA)	
We have a retention schedule and delete data when no longer needed	
Personal data is kept accurate and up to date	
We know where our data physically/digitally resides (systems, backups, third parties)	

4. Security & Access

Statement	Score (1-4)
Access to personal data is restricted on a need-to-know basis	
We have a documented incident/breach response process	
Staff receive regular data protection and security awareness training	
We carry out due diligence before onboarding new suppliers/processors	

5. Culture & Continuous Improvement

Statement	Score (1-4)
Staff feel confident raising a data protection concern	
We review and update our policies at least annually	
Data protection is considered at the start of new projects (privacy by design)	
We have visibility of upcoming regulatory changes relevant to us	

Your Results

Add up your total score (maximum 80) and find your band below:

Score range	Maturity band	What this typically means
20 - 34	Ad hoc	Data protection is reactive and undocumented. Risk of regulatory and commercial exposure is high.
35 - 54	Developing	Foundations exist but are inconsistent across the business.
55 - 69	Managed	Good structure in place; focus shifts to consistency and evidencing compliance.
70 - 80	Optimised	Data governance is embedded and monitored — the focus now is continuous improvement.

Wherever you land, you're not alone — most SMEs score in the 'Ad hoc' to 'Developing' range on first assessment. If you'd like a second pair of eyes on your results or a plan to move up a band, get in touch with Dponesto.