

Checklist for GDPR Compliance

01 Awareness and Communication



Ensure your employees understand GDPR and communicate with service and staff about why you are collecting the data.

02 Analysis of Personal Data



Analyze a list of all sensitive data you store and process

03 Review Procedures



Have a suitable privacy policy in place and review it regularly

04 Access Rights



List what access rights should be granted and how changes should be handled

05 Customer Consent



Ensure your customers consent to you processing their data

06 Data Breaches



Implement a procedure for handling data breaches

07 Impact assessments



Carry out a data protection impact assessment

08 Data Protection Officers (DPO's)



Determine whether you need a Data Protection Officer (DPO)