

# Checklist for GDPR Compliance

1

## Awareness and Communication

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



2

## Analysis of Personal Data

Analyze a list of all sensitive data you store and process



3

## Review Procedures

Have a suitable privacy policy in place and review it regularly



4

## Access Rights

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



5

## Customer Consent

Ensure your customers consent to you processing their data



6

## Data Breaches

Implement a procedure for handling data breaches



7

## Impact assessments

Carry out a data protection impact assessment



8

## Data Protection Officers (DPO's)

Determine whether you need a Data Protection Officer (DPO)

