

GDPR Quick Checklist

The new regulations come into force on 25th May 2018

Have you made everyone, and we mean everyone, in your organisation aware of the regulations ?

Yes / No

Is your company aware of all the different repositories of personal data ?

Yes / No

Has your company's privacy notice been updated?

Yes / No

Are the processes for deleting personal data easily accessible and documented ?

Yes / No

Have you done a trial run on how long it takes to complete a subject access request to complete it within the allowed time frame (normally 40 days) ?

Yes / No

Does the privacy notice clearly state why the information is held ?

Yes / No

Is all data, held under consent, clearly recorded on how that consent was attained ?

Yes / No

If any data, is, or may belong to children, do you have a method of recording parental / guardian consent with this data, and for any data that could belong to under 18s have you got that consent ?

Yes / No

Where are the documented procedures for detecting, reporting and investigating a data breach ?

Location : _____

Where are the documented procedures for carrying out DPIA's for new developments / technologies, or new processes ?

Location : _____

Who is/are the Data Protection Officers

Name(s) : _____

If you have overseas branches, which state is the lead supervisory authority ?

State : _____ / N/A

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