



13-step GDPR compliance checklist

- 1. Conduct a data audit:**
Identify all personal data your organization processes and document its purpose.
- 2. Review and update privacy policies:**
Ensure your policies are clear and accessible, detailing how data is processed.
- 3. Implement consent mechanisms:**
Create clear consent forms and processes to manage user consent.
- 4. Establish procedures for data subject rights:**
Implement systems to handle requests from individuals regarding their data rights.
- 5. Implement data protection by design and default:**
Integrate data protection measures into your operations and products.
- 6. Conduct Data Protection Impact Assessments:**
Identify high-risk processing activities and assess their impact on data protection.
- 7. Appoint a Data Protection Officer (if required):**
Designate a knowledgeable individual to oversee data protection compliance.
- 8. Implement data breach notification procedures:**
Develop a plan for detecting and reporting data breaches.
- 9. Review and update data processor agreements:**
Ensure contracts with third-party processors comply with GDPR requirements.
- 10. Implement employee training programs:**
Train staff on GDPR requirements and data protection best practices.
- 11. Establish a data retention policy**
Define how long personal data will be kept and ensure secure deletion after that period.
- 12. Implement appropriate security measures:**
Use technical and organizational measures to protect personal data from breaches.
- 13. Maintain records of processing activities**
Create and maintain comprehensive records of your data processing activities as required by GDPR Article 30