GDPR Checklist

A checklist designed to get you on the road to GDPR compliance. Some of the basic questions you should ask and be able to answer. If you don't know the answers, you need to find out. Compliance is not an option and not something that should be ignored or overlooked. Whilst not exhaustive, this checklist should steer you in the right direction to seek further information and if required, advice on what you need to do to achieve compliance.

Personal data is classed as information which be used on its own or with other information to identify the person to which it is referring.

	Yes	**No**
Do I know which systems within my organisation store personal data?	☐	☐
Which systems? ……..		
……..		
Do I know where this information is stored?	☐	☐
Where? ..……..		
……..		
Is this information secure and password-protected?	☐	☐
Do I know who can see this information and can get access to it?	☐	☐
Is the data safe from virus, malware and remote hacking attack?	☐	☐
How? ..……..		
……..		
Is the data backed-up securely?	☐	☐
How? ..……..		
……..		
Are mailing lists 'cleaned' regularly to ensure opt-in?	☐	☐
How often and how? ……..……		

If I'm asked to remove someone from my database, can I do this? ☐ ☐

How? ……

……

Do I have a privacy policy and can people see it? ☐ ☐

How? ……

……

If my website has an opt-in question, is it clear and positive? ☐ ☐

Does my website use a double opt-in? (email conformation and tick box) ☐ ☐

Does my CCTV only capture images on my premises? ☐ ☐

Are passwords secure and unique? ☐ ☐

Is my internet connection only for my business and is not shared? ☐ ☐

Are my servers (website, email etc) located in the EU? ☐ ☐

Does my website tell users what happens with data collected? ☐ ☐

Is my data only used by my company? ☐ ☐

Do I have a plan in case of a data breach? ☐ ☐

Do I have a disaster recovery plan for my data? ☐ ☐

Do I review and audit the data I hold on a periodic basis? ☐ ☐

How often and how? ……

……

If you answer 'No' to any of these questions, investigate further, act and/or seek advice.