

# Checklist GDPR



Requirement	Measure	Done	To-Do
<b>Information obligations</b>	Review of Terms and Conditions, Privacy policy and website	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation and verification obligations</b>	Review of processes whether adequate documentation exists to prove compliance with data protection laws for every step of the process	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent</b>	Review of existing processes to receive consent (Double Opt-In); in particular with regard to proof of compliance and the prohibition of coupling	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract data processing</b>	Consideration of compliance of processing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Privacy by design/Privacy by default</b>	Review and evaluation of existing systems whether they are designed and/or configured adequately for data protection	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data protection management system</b>	Develop a system according to the Plan, Do, Check, Act cycle; develop corresponding documents/policies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data portability</b>	Implement a procedure of simple transfer of data concerning individual data subjects; Review of data formats used specifically in your branch and implement them	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notification obligation</b>	Implement a procedure regarding the notification in case of a violation of data protection law	<input type="checkbox"/>	<input type="checkbox"/>
<b>Impact Assessment</b>	Review whether impact assessment obligation applies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Right to be forgotten</b>	Review of existing data base to identify data for which the purpose has been achieved and no other legitimate purpose nor a valid consent exists.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workshops</b>	Workshops for employees for the GDPR	<input type="checkbox"/>	<input type="checkbox"/>