



# GDPR COMPLIANCE

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The General Data Protection Regulation has been introduced to strengthen and unify data protection in the European Union (EU) to address the export of personal data outside of the EU.

## GDPR COMPLIANCE CHECKLIST

### **Awareness and Communication**

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

### **Analysis of Personal Data**

Analyze a list of all sensitive data you store and process.

### **Review Procedures**

Have a suitable privacy policy in place to review regularly.

### **Access Rights**

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

### **Customer Consent**

Ensure your customers consent to you processing their data.

### **Data Breaches**

Implement a procedure for handling data breaches.

### **Impact Assessments**

Execute a data protection impact assessment.

### **Data Protection Officers (DPO)**

Determine whether you need a Data Protection Officer (DPO)