

General Data Protection Regulation (GDPR) Checklist

1. Checklist Details

Location/Department:	Completed by:	Site:
	Position:	Date:
	Ref:	Review date:

2. Personal Data Profile

(X as applicable)

<input type="checkbox"/> Has all personal data been identified and categorised?	<input type="checkbox"/> Are all personal data storage locations identified?
<input type="checkbox"/> Is Special Category data processed?	<input type="checkbox"/> Are the ten conditions for Special Category data met?
<input type="checkbox"/> Is data on children processed?	<input type="checkbox"/> Are the requirements to process data on children met?
<input type="checkbox"/> Is criminal offence data processed?	<input type="checkbox"/> Are the requirements to process criminal offence data met?
<p>Comments:</p>	

3. Lawful Basis

(X as applicable)

<input type="checkbox"/> Is there a lawful basis to process all types of personal data?	<input type="checkbox"/> Is the rationale behind each lawful basis documented?
<input type="checkbox"/> Is all data processing necessary?	<input type="checkbox"/> Does consent require positive opt in?
<input type="checkbox"/> Can individuals easily withdraw their consent?	<input type="checkbox"/> Are records of consent retained?
<input type="checkbox"/> Is consent kept separate from other terms and conditions?	<input type="checkbox"/> Are legitimate interests balanced against individuals' rights, etc?
<p>Comments:</p>	

4. The Rights of Individuals

(X as applicable)

- | | |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Are policies and procedures in place for all individuals' rights? | <input type="checkbox"/> Is a privacy notice or similar provided to individuals? |
| <input type="checkbox"/> Can individuals request access to their personal data? | <input type="checkbox"/> Can individuals request that their personal data be erased? |
| <input type="checkbox"/> Can individuals request that personal data errors are corrected? | <input type="checkbox"/> Can individuals easily move their data elsewhere? |
| <input type="checkbox"/> Can individuals request that processing of their data is restricted? | <input type="checkbox"/> Can individuals object to the processing of their data? |
| <input type="checkbox"/> Are the requirements met for automated decision making? | <input type="checkbox"/> Are the requirements met for data profiling? |

Comments:

5. Other GDPR Requirements

(X as applicable)

- | | |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Are contracts in place between data processors and controllers? | <input type="checkbox"/> Do contracts meet the minimum requirements? |
| <input type="checkbox"/> Do data processors and controllers have all required records? | <input type="checkbox"/> Have impact assessments been undertaken in relevant areas? |
| <input type="checkbox"/> Have Data Protection Officers been appointed in relevant areas? | <input type="checkbox"/> Do data transfers outside the EU meet minimum requirements? |
| <input type="checkbox"/> Is data protected against unauthorised access, damage and loss? | <input type="checkbox"/> Are procedures in place to deal with personal data breaches? |

Comments:

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