GDPR
Audit Checklist

Understanding your requirements, what your present processes are and identifying any gaps are the first steps toward GDPR compliance. It is important to conduct a data protection audit in order to achieve compliance. This checklist will help you get started on your journey to achieve compliance.

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#1 Transparency and legal foundation

- Determine what information you process and who has access to it by conducting an information audit.

- Have a legal rationale for what you are doing with your data.

- In your privacy policy, provide explicit information about your data processing and legal justification.

#2 Data protection

- From the moment you start building a product to the moment you process data, data security should be a top priority.

- Personal data should be encrypted, pseudonymized, or anonymized whenever possible.

- Create an internal security policy for your employees and raise data security awareness.

- Know when it is time to conduct a data protection impact assessment and have a plan in place to do so.

- In the event of a data breach, have a procedure in place to notify the authorities and your data subjects.

#3 Governance and accountability

- Assign a processor or controller to be in charge of ensuring GDPR compliance throughout your company.

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- Sign a data processing agreement between your company and any third parties who handle personal information on your behalf.

- Appoint a representative in one of the EU member states if your organisation is not based in the EU.

- A Data Protection Officer should be appointed (if necessary).

#4 Right to privacy

- Your consumers can easily request and receive all of the information you have on them.

- Your consumers may easily edit or update inaccurate or incomplete data.

- Customers can easily request that their personal data be removed.

- Customers can easily request that you stop processing their data.

- Customers can quickly obtain a copy of their personal information in a format that can be readily transferred to another company.
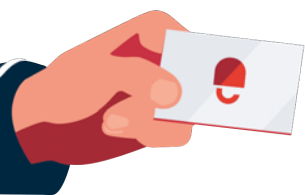
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DataGuard is a Compliance software company focused on Data Privacy and Information Security. As a European leader in the Compliance SaaS category, we enable over thousands of SMB and Corporate customers to automate and operationalise Privacy, InfoSec, and Compliance ("PIC") with ease. Our end-to-end SaaS solution drastically reduces the time and money companies spend to comply with privacy legislation such as GDPR, manage consents and preferences, and obtain infosec certifications such as ISO 27001. This enables our customers to focus on their core business, create value through trust and compliance, whilst mitigating risks and preventing breaches. We have offices globally in Munich, Berlin, London, and Vienna.

Let's talk about your challenges and define first steps on your compliance journey:

Contact us

You might also like:

→ **Overview of all data privacy documents from the UK GDPR**

→ **Webinar – Introduction to Records of Processing Activities**

→ **Webinar – GDPR Audit 101**

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