

# COMPLIANCE CHECKLIST

Test your level of compliance.

If you can't check all these elements, it means you are non compliant with GDPR law and your company is at risk.

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- I have a complete Record of Processing Activities (an inventory of activities that process personal data within your company).
- I am aware of the purpose of the collection of this personal data and I only collect the data that is necessary.
- I have full control over who has access to this personal data.
- I know how long I have to keep the data and I take care of deleting it after this period.
- I appointed a person responsible for managing GDPR compliance within the organisation.
- I seek consent before collecting any personal data.
- I inform individuals about the purpose, the use and the retention of their data, and inform them of their rights.
- I have an effective procedure for collecting and processing data subjects' requests on time (deal promptly with requests for access or deletion of personal data).
- I know the process to identify, report, manage and resolve any personal data breaches within the 72 hours.
- I have implemented procedures to ensure the security of the data I manage (physically and electronically).