

Privacy Checklist.

Processing personal data comes with responsibilities. This Privacy Checklist helps your organisation gain insight into the key considerations when processing personal data.

Personal data

YES NO

- ☐ ☐ Do we know which personal data we process?
- ☐ ☐ Do we process special categories of personal data (such as health data, religious beliefs, or biometric data) or criminal offence data?
- ☐ ☐ Do we have a valid legal basis for processing these personal data and (where special categories of personal data are involved) a valid legal exemption?
- ☐ ☐ Have data subjects provided consent where required? And can they withdraw their consent as easily as they gave it?
- ☐ ☐ Is the purpose of the processing clearly defined? If we further process the personal data, is the new purpose compatible with the original purpose?
- ☐ ☐ Can the processing be carried out in a less privacy-intrusive manner? Is our processing purpose proportionate to the impact on privacy?
- ☐ ☐ Do we know how long we may retain personal data, and do we actually delete or destroy them when the retention period expires?
- ☐ ☐ Do we share personal data with third parties (including parties outside the European Economic Area)? Do we know whether such transfers are permitted, for example on the basis of an adequacy decision or SCCs?

Organisation

YES NO

- ☐ ☐ Are internal roles, tasks, and responsibilities clearly defined and documented?
- ☐ ☐ Are we required to appoint a DPO? Is the DPO positioned independently? Has the DPO been registered with the supervisory authority?
- ☐ ☐ Do we have a privacy policy and related procedures in place?
- ☐ ☐ Do employees receive sufficient support with privacy-related questions and issues?
- ☐ ☐ Have employees received adequate privacy training? Are they familiar with the organisation's privacy policies and procedures?
- ☐ ☐ Do we have a clear process for handling personal data breaches? Do we report data breaches to the supervisory authority within the required timeframe?
- ☐ ☐ Have we established a process for handling data subject rights? This includes the rights of access, rectification, erasure, restriction of processing, objection, and the right not to be subject to automated decision-making and profiling.
- ☐ ☐ Do we respond to requests within the required timeframe (one month) and provide complete and adequate responses? Do we verify the identity of the requester before disclosing personal data?

Governance

YES NO

- ☐ ☐ Can we demonstrate compliance with the GDPR? Consider all the topics covered in this checklist.
- ☐ ☐ Do we understand the risks to data subjects and document those risks, for example through a pre-DPIA?
- ☐ ☐ Have we carried out a DPIA for processing activities that are likely to result in a high risk to data subjects?
- ☐ ☐ Do we maintain a record of processing activities, and is it kept up to date?
- ☐ ☐ Do we adequately protect personal data? Do we have an information security policy in place?
- ☐ ☐ Do we consider privacy requirements when designing new services and products (privacy by design and by default)?
- ☐ ☐ Have we entered into data processing agreements with our processors and suppliers? Are these agreements complete and up to date?

Communication

YES NO

- ☐ ☐ Do we have privacy notices for our website, job applicants, and employees?
- ☐ ☐ Do we inform data subjects in a timely manner about the processing of their personal data and provide all information required by the GDPR?
- ☐ ☐ Do we include information about privacy and data protection in our annual report?
- ☐ ☐ Do we know how to communicate with the supervisory authority, the media, or data subjects about our handling of personal data, for example in the event of a personal data breach?

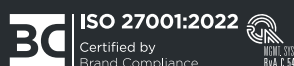
*Do you have questions about the terms, requirements, or legal bases covered in this checklist?
If so, feel free to contact us at info@privacycompany.nl*

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