



# **GDPR Toolkit**

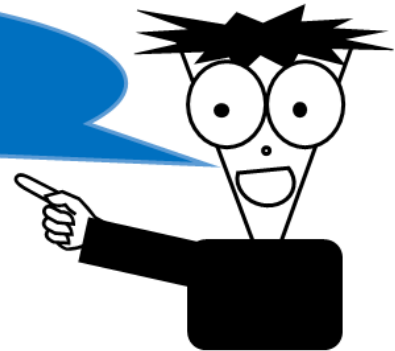
## **AUDIT CHECKLIST**

# GDPRToolkit

## INTRODUCTION

Please read the READ ME User Guide first to make sure you know and understand the need to add, amend, or delete in order to reflect your people, processes and technologies as well as the data you hold and the jurisdiction(s) you operate in.

Please browse through this READ ME guide to make sure you understand before starting to use the toolkit



The READ ME User Guide will help you navigate around the GDPR-Toolkit and identify what you need to do for your organisation.

## DISCLAIMER

GDPR can be complicated and there are different laws in UK, EU, Jersey and Guernsey. Simply having Templates, Documents, Samples and Guidance does not make you compliant.

The reason for this disclaimer is that I cannot warrant or guarantee materials for every system or circumstance or jurisdiction and the client/user/recipient is obliged to review, test and where necessary customise or take advice to generally assert that they are satisfied before using this “live”.

If DIY isn't for you, that's OK. I'm rubbish at electrical work, plumbing or carpentry. Call an expert. There are many out there and data protection is too important for you, your organisation and the people who trust you with their data for you to get it wrong.

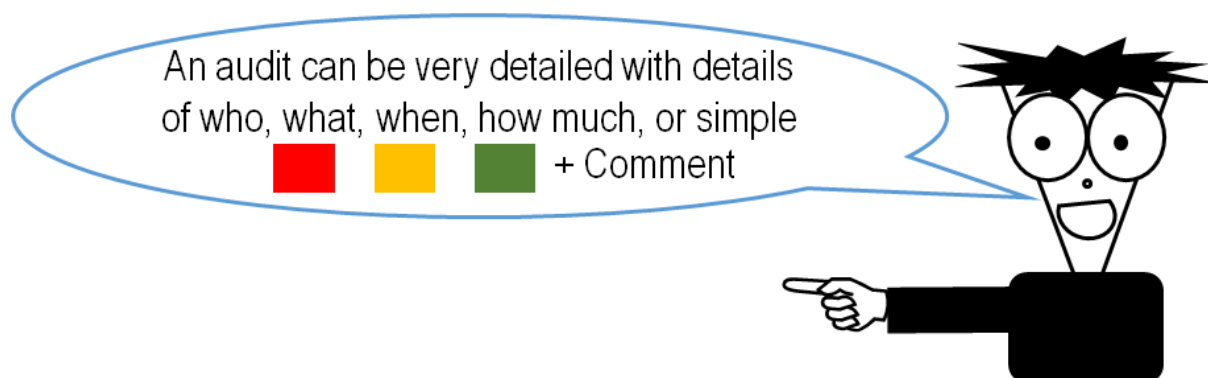
## SUPPORT

For those organisations without the resources, skills or experience I can help with training or provide support to customise the documents to meet your particular needs. [TimHJRogers@AdaptConsultingCompany.com](mailto:TimHJRogers@AdaptConsultingCompany.com)

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## AUDIT CHECKLIST FOR COMPLIANCE

[Organization name] will check that all elements of policy, procedures and practices are in-place, and that they are understood and that they are followed. The summary audit is a tool used to confirm and where necessary capture issues and make recommendations.



OVERALL GDPR WORK	STATUS	COMMENTS/RECOMMENDATIONS
<b>DOCUMENTS - PLANNING</b>		
Data protection officer (DPO) job description		
Data Mapping document of all systems, data, processes		
DPIAs Policy, Procedure + Forms		
Risk Assessment + DPIAs as a follow-on task from data-mapping		
A Records Management & Retention Policy, partly informed by the above		
An Information Security Policy, partly informed by the above		
A Data Protection Policy, partly informed by the above		
International data transfer Policy, Procedure + Forms		
Processor/Controller Agreements, partly informed by the above		
Audit checklist for compliance, partly informed by the above		
Privacy Notices Policy, Procedure as a follow-on task from the above		

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Breach Notification Policy, Procedure + Forms		
Subject Access Policy, Procedure + Forms		
Complaints Policy, Procedure + Forms		

<b>TASKS TO DO</b>		
Appointing a director for GDPR at the Board		
Board agenda item and updates on GDPR		
Training for all directors, with necessary evidence of training		
Training for all staff, with necessary evidence of training		
Privacy notices complete across all areas		
GDPR Audit complete across all areas		
Processor-Controller agreements, applied to supplier contracts.		
DPIAs, applied to new projects, new systems or high-risk areas		
Necessary archive, shredding, secure disposals		