

GDPR Checklists

About the Checklists

We offer these GDPR checklists with the intention of saving you time. They describe the start-up tasks we performed, and those we do regularly. Please treat them as input to your GDPR planning process. We accept no responsibility for their use in your, or any other, organisation.

How to Use the Checklists

1. Review the checklists
2. Add your branding
3. Copy the parts you feel are relevant to you and your organisation
4. Add things you feel are missing
5. Ignore items that do not apply

Then, print the start-up checklist, appoint someone to lead your GDPR project, and off you go.

Don't forget to write everything down and file it safely, including your regular review notes.

To save you time, we'll send you a copy of this document in RTF format, readable by most word processors. Please request one using [this form on our website](#). [While you're there, you can *opt in to, or out of, our BlueTree Good Ideas mails. We send occasional mails to help keep your website all Shipshape and Bristol Fashion.*]

This is a condition of use

Disclaimer: I am not a recognised GDPR expert, and may have missed a trick or two. Please use the checklists carefully. Please do not credit me in your GDPR policy statement, nor on your checklists. To do so may affect the credibility of your efforts.

This document states simply what my company is doing and you may copy us if you wish.

References

We've found these web pages both credible and informative.

1. [Information Commissioner's advice on GDPR](#)
2. [Information Commissioner's 12 steps to prepare for GDPR](#)
3. [Federation of Small Business's GDPR Preparation Checklist](#)

Start-up Task Checklist

No.	Task	Done by	Date
1.	Identify staff member(s) responsible for GDPR implementation and operation		
2.	Write GDPR Policy Statement, agree with management, publish it, perhaps on your website		
3.	Start GDPR file in which to keep this checklist, notes		
4.	List all places where personal data is stored		
5.	List staff with access to personal data and make sure they understand their GDPR responsibilities		
6.	Review all third party data sharing agreements; list them; consider stopping		
7.	Check security of storage and improve if necessary:		
7a	• Computer and network connections and timeouts		
7b	• Passwords, strength and regular change procedure		
7c	• Online "Cloud" storage security and passwords		
7d	• Encrypt web pages (HTTPS) that collect personal data		
7e	• Upgrade mailing software to GDPR version		
8.	Delete redundant files, shred paper copies		
9.	Identify individuals whose data you no longer need; delete or shred their information		
10.	Contact individuals whose data you hold; ask them to opt in (SMEs often seem to assume regular clients have)		
11.	Devise and document simple systems or checklists for:		
11a	• obtaining consent before collecting a person's data (parent or guardian consent in the case of children)		
11b	• deleting an individual's data if they request it		
11c	• updating an individual's data if they request you to		
11d	• sharing personal data responsibly outside the company (if appropriate)		
11e	• reporting a security breach to those affected and to the Information Commissioner's Office (ICO)		
11f	• regular reviews of GDPR operation		
12	File all documents in a safe place		

I certify that the tasks listed here have been completed to my satisfaction.

Signed _____ GDPR Responsible Individual _____ Date _____

GDPR Review Task Checklist

Review date	Reviewer Name
-------------	---------------

No.	Task	Initial	<input checked="" type="checkbox"/>
1.	Check all places where personal data is stored		<input type="checkbox"/>
2.	Review staff access to personal data; new starts or re-education needed		<input type="checkbox"/>
3.	Review operation of third party data sharing agreements; consider stopping		<input type="checkbox"/>
4.	Check security of personal data storage and improve if necessary:		<input type="checkbox"/>
4a	• Computer and network connections and timeouts		<input type="checkbox"/>
4b	• Passwords, strength, next regular change due		<input type="checkbox"/>
4c	• Online "Cloud" storage security and passwords		<input type="checkbox"/>
4d	• Bulk mailing software procedures and security		<input type="checkbox"/>
5.	Delete redundant files; shred paper copies		<input type="checkbox"/>
6.	Delete data you no longer need; shred paper records		<input type="checkbox"/>
7.	Review operation of GDPR systems or checklists; update if necessary		<input type="checkbox"/>
8.	Review this checklist and improve if required		<input type="checkbox"/>
9.	File meeting notes		<input type="checkbox"/>

I certify that the tasks listed here have been completed to my satisfaction.

Signed _____ GDPR Responsible Individual _____ Date _____