

GDPR Compliance Checklist

The steps for GDPR compliance are sometimes confusing, and it's easy to lose track of tasks when you're managing other things for your business. A checklist helps to keep your compliance process simple, and helps you see which steps you've taken along with those you still need to take.

The below checklist includes the main steps at a high level that you need to go through to be compliant with the GDPR. Many of these have sub-tasks and smaller steps that you need to complete as well. Go through the items in the below checklist in order, and return to the checklist regularly when you are auditing your GDPR compliance and privacy practices. This checklist is downloadable, so you can store it and print it out if desired.

- ☐ Map your data
- ☐ Identify the lawful bases you will rely on
- ☐ Publish a GDPR-compliant Privacy Policy
- ☐ Set up valid consent mechanisms
- ☐ Appoint a DPO (or an owner)
- ☐ Sign DPAs with all data processors
- ☐ Carry out DPIAs for high-risk processing
- ☐ Implement data security measures
- ☐ Create a 72-hour breach-response plan
- ☐ Set up DSAR handling (one-month response)
- ☐ Train your staff to understand privacy issues and respond accordingly
- ☐ Schedule regular reviews of your privacy practices

A high-quality [Privacy Policy Generator](#) is provided by TermsFeed, if you need a Privacy Policy to help you comply with the GDPR.