

GDPR Program: Baseline Checklist

Overview

This document is a guide to help organizations understand the baseline activities that organizations must undertake on their journey to complying with GDPR.

A Baseline Checklist

Activity	Description	GDPR Article
Maintain the GDPR Data Inventory	A record of personal data processed by your organization.	Article 4
Maintain the master file for record-keeping	Documentation to evidence that the organization understands its GDPR obligations and is carrying out those responsibilities.	Article 5 Article 24
Review and refresh the Privacy Policy	This is a public notice that captures the data management practices of your organization.	Article 12-14
Implement process to handle incoming requests for any individual rights	A set of internal processes carried out by the organization in response to an individual requesting to exercise their rights.	Articles 4-7, 9, 12-22, 35
Build (or refresh) your Information Security Program (policy, training, procedures)	An operationalized program aimed at protecting personal data held by your organization.	Article 5 Article 32
Build (or refresh) your breach notification process	A set of internal processes to report of personal data breaches to affected individuals and/or supervisory authorities.	Article 33 Article 34 Article 58 Article 82
Measure the effectiveness of your GDPR program on a regular cycle (i.e. 12-month mark)	An internal governance structure that helps demonstrate GDPR compliance, by performing ongoing reviews of the GDPR processes.	Article 5

Need Help? Are you looking for help with GDPR? Let's chat! Email me at rocio@cybersecuritybase.com.