

# GDPR PERSONAL DATA LIFECYCLE

Document your organization's EU resident personal data lifecycle to provide a solid foundation for your GDPR-compliant policies, practices and documentation. (Article 30)



## 1 COLLECT

- > Define the purposes of collection and collect only the personal data necessary for the intended purposes. (Articles 5(1)(b)-(c))
- > Inform the data subjects about your company's privacy policies and practices. (Articles 12-14)



## 3 SECURE

- > Implement technical and organizational measures to ensure a level of security appropriate to the risk based on the nature, scope, context and purposes of processing. (Article 32)



## 5 SHARE

- > Only share personal data with processors that provide sufficient guarantees of technical and organizational measures that comply with GDPR. (Articles 28-29)
- > Perform only GDPR-compliant cross-border data transfers. (Articles 44-48)



## 7 DOCUMENT

- > Maintain records of all processing activities covering the entire personal data lifecycle. (Article 30)



## 2 CLASSIFY

- > Identify the categories and sensitivity level of the personal data that determines the handling requirements. (Articles 4, 9-10)



## 4 PROCESS

- > Process personal data lawfully, fairly and transparently. (Articles 5-14)
- > Facilitate the exercise of data subject rights in relation to their personal data. (Articles 15-22)



## 6 DELETE

- > Do not keep personal data for longer than it is necessary. (Article 5(e))
- > Upon lawful request, erase a data subject's personal data without undue delay. (Article 17)
- > Notify any processors of the erasure request. (Article 19)