

GDPR CHECKLIST



Thanks for downloading the checklist. The following items constitute the actions a company should take to protect itself from regulation breaches and vulnerabilities as they relate to the General Data Protection Regulation Act, enforced as of May 25, 2018, in the European Union. This not an exhaustive list, and those companies that do regular business in the EU will need to enact much more stringent policies.

Be GDPR Ready:

- * Assess your website for security threats and ensure data transmissions and collections are secure. Update and keep all security measures to the most recent versions
- * Assess your website and data collection methods for GDPR compliance, including third-party programs that access or store the data
- * Craft or amend your privacy policy and include GDPR stipulations
- * Determine your data retention policy and include it in your privacy policy - then implement the policy
- * Exclude targeting/retargeting efforts to users in the EU, unless you are in compliance
- * Add GDPR compliant language and actions to your opt-in steps
- * Include "unsubscribe from this list," "all future communications" and a return email that is monitored so that the user may request further info, request records or request to be "forgotten"
- * Have a procedure in place to delete a user's records at their request
- * Examine your contact records for EU users and communicate with them in order to be compliant or allow them to opt-out of data collection and retention
- * In the case of a security breach, have an emergency communications plan in place including knowing where to report and how to communicate to those whose information has been compromised. (Even if you have no EU contacts in your records)

NEED HELP? GET HELP. INFO@THINKDENOVO.COM | 319.200.4901

Reminder: this is not an exhaustive list and does not indicate complete GDPR compliance. Please consult legal counsel to ensure your policies and procedures meet compliance measures.

think fresh!