

Law Update for Clients

A Quick Checklist for Compliance with the European Union's General Data Protection Regulation (GDPR)

- Does your company have an overall compliance plan and policies that represent the business' commitment to comply with the GDPR?
- Are your employees, managers, and directors, as well as your suppliers, aware of the GDPR requirements and how your business handles data protection?
- Have you determined what data processing activities your business engages in?
- Have you conducted an assessment to determine the data protection processes that your business currently has in place?
- Using that assessment of existing data protection processes, have you determined if those processes comply with the GDPR requirements?
- If existing processes are insufficient to meet the GDPR requirements, do you have an implementation plan to remedy the deficiencies?
- Are the provisions of your supplier and vendor contracts sufficient to assure that your suppliers and vendors will comply with the GDPR requirements?
- Have you reviewed your customer contracts to determine if the provisions adequately reflect GDPR requirements? – especially regarding customer consent to processing personal data and your commitments regarding how you protect personal data.
- Do your business processes include data transfers outside of the EU? If yes, do you have adequate safeguards in place to comply with GDPR protections?
- Does your business have a process or processes that include documenting compliance activities and that will allow authorized parties to audit your business' activities to assure compliance with the GDPR?

This list is intended only as a brief overview of questions that a business should address in its self-assessment for GDPR compliance. *IT IS NOT A COMPREHENSIVE STATEMENT OF ALL ISSUES AND OBLIGATIONS THAT SHOULD BE REVIEWED TO DETERMINE GDPR COMPLIANCE.*