

DATA PROTECTION UNDER UK GDPR

A checklist for reviewing your compliance with the UK's data protection rules

AUDIT

What data do you hold?



☐ Ensure your data is accurate

☐ Check any historic data is deleted

How do you keep data secure?



☐ Have proportionate resources in place to protect and manage data

☐ If data needs to be shared make sure it is portable

Do you hold personal or sensitive personal data?



☐ Be aware of the strict requirements for managing both types of data

Do you hold children's personal data?



☐ Verify the age of children under sixteen

☐ Get consent from parents or guardians if required

ACT

What is your legal basis for holding and processing data?



☐ Ensure your privacy policy is clear about your lawful basis and how you use data

How do you obtain this from individuals?



☐ Demonstrate you have consent from an individual to use their data

☐ Ensure existing consents are adequate

☐ Make it easy for individuals to withdraw their consent

How do you use the data you hold?



☐ Use data for the same purpose for which it was originally collected

Do you share the data with third parties?



☐ Have satisfactory contracts with data processors

☐ Consider whether you share data outside the EU

Are your internal policies and procedures clear?



☐ If necessary, appoint a Data Protection Officer or allocate responsibility

☐ Give your employees sufficient training on data protection compliance

Do you have the right procedures in place to identify, report and investigate a personal data breach?

☐ Properly identify, record and document data breaches

