



GDPR Compliance: *Due Diligence Checklist*

An essential checklist by the professionals at Certimail

GDPR Due Diligence Checklist



To help you get in good standing, here's a brief checklist to see how compliant and protected you are in the eyes of European Union Member State Supervisory Authorities:

	YES	NO
Do you know how personal data is stored, processed, shared and used within your organization?		
Have you performed a data processing audit, identifying all the elements requiring modification within your current data processing activities?		
Do you keep a registry of all operations performed on personal data related to the following processes: collection, storage, use, sharing and destruction?		
Do you have an impact assessment process in place (<i>one that will be applied and documented for each process that presents a risk</i>)?		
Have you attributed and documented a Lawful Base to each one of your organization's contacts to justify the collection, storage, and use of their data?		
Have you documented and implemented all the required processes and information for each of the Lawful Bases that you are applying?		
Are you able to guarantee that the amount of personal data collected will be strictly limited to that which is necessary for the optimal use of any new product, service or application?		
Have you appointed a Data Protection Officer?		
Do you have a Data Protection Policy in place?		
Have you updated all of your policies to include and meet GDPR regulations?		
Can data subjects easily access, rectify and erase their data?		
Are all your employees trained on GDPR Data Protection compliance?		

If you have answered NO to any of these questions (*even only one*), you are at risk.

We can help get you in good standing quickly and easily, all the while optimizing your email marketing efforts. Don't wait until it's too late. Start at least with a risk analysis, and transform this legal obligation into a marketing investment. Speak with an advisor today. Call +1.514.867.1230 or email us at: service@certimail.ca

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GDPR & CASL Compliance Services for SMBs

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