



# GDPR Checklist

For Small Businesses

## 1. Understand “Personal Data”

Get to know the [GDPR definition of personal data](#). Does your data fall under the definition?

## 2. Audit All Your Customer Data

Where does your customer data come from, and with whom do you share it? Record it all in an organized, systematic way.

## 3. Review And Refine Your Privacy Policy

What are your current privacy policy, notices and disclaimers? Refine them to comply with GDPR rules.

## 4. Get To Know “individual Rights”, And Make Sure You Meet Them

Get to know the [GDPR definition of individual rights](#). Do your data processes comply with some, all or none of them?

## 5. Assess How You Handle Subject Access Requests

What procedures do you have in place to handle customer requests for personal data? Compare to GDPR guidelines and make the necessary changes.

## 6. Establish Your “Lawful Basis”

Do you have lawful basis for processing customer data [according to the GDPR definition](#)? Make sure you do, and that it is fully documented.

## 7. Examine Your Customer Consent Process

How do you obtain consent from your customers to handle their personal data? Review your current process and make sure it's in line with the GDPR.

## 8. Make Sure You Are Protecting Kids

Are any of your customers under-age? Check the [GDPR legal age definitions](#), and put special processes in place to protect the personal data of children.

## 9. Create A Contingency Plan For Data Breaches

How do you handle data security? What would you do in the event of a data breach? How would you detect it? How long would it take for you to report it? Thoroughly review all your current procedures, and adjust them to comply with the strict GDPR guidelines.



\*The information included here is based on the recommendations of the [ICO](#). It does not constitute legal advice.