GDPR Compliance Checklist

Organization Information

Organization Name	
Contact Person	
Email	
Date	

Checklist

No.	Requirement	Compliant?	Notes / Actions
1	Personal data inventory is up to date.		
2	Privacy policy is clear and accessible.		
3	Data processing agreements with third parties are in place.		
4	Data subjects can access, correct, or delete their data.		
5	Data breaches are reported within 72 hours.		
6	Staff are trained in data protection principles.		
7	Records of processing activities are maintained.		
8	Data retention periods are defined and adhered to.		
9	A Data Protection Officer (DPO) is appointed if required.		
10	Data protection impact assessments are conducted where necessary.		