

GDPR READINESS CHECKLIST for DATA CONTROLLERS

Please be advised that ConnectWise is not your attorney, and this information is not legal advice. This information does not provide, does not constitute, and should not be construed as, legal advice. It is for educational purposes only and a starting point for thinking about these issues. Partners should seek advice from their legal counsel to determine your legal obligations. We recommend that Partners engage qualified professionals to assist with their GDPR compliance efforts.

ASSESS

- What [personal data](#) do we collect and store? Do our services directly collect [data from children](#)?
- How do we handle [employee personal data](#)?
- Where is personal data stored? Do we have a map of data flows?
- Does collected personal data always remain in the EU?
- Do we share any personal data? If yes, who receives our data? What data do they receive?
- Is [consent](#) granted when data is collected? How do clients withdraw consent?
- Is my company registered with the Information Commissioner's Office (UK) or relevant public authority?
- Do we provide privacy notice to clients? How can they report a breach?
- Do we have a process for clients to request access or erase their personal data?
- How do we verify our data is accurate and up to date?
- Do we provide [data processing services](#)?
- Is there a designated [Data Protection Officer](#)? Is a DPO required for our business?
- Have we completed a [Data Protection Impact Assessment](#)?

PLAN

- Engage legal consult for a GDPR assessment and implementation of controls
- Create a data map
- Create a data retention policy
- Create a data protection policy

- Define a data breach procedure
- Complete a Data Protection Impact Assessment, if appropriate
- Define internal processes to handle personal information management requests
- Define a data audit plan

POST IMPLEMENTATION AUDIT

- Are internal procedures adequately documented?
- For areas where request consent, can we later prove consent was given and by whom?
- If third party vendors are processing personal data on our behalf, do we have data processing agreements in place?
- Can we successfully receive and process an individual's data privacy request to be forgotten?
- Are all internal teams trained on GDPR compliance and new GDPR compliant procedures?
- Do we have any outstanding risks and remediations documented?

CONNECTWISE TRAINING

Not sure how to use ConnectWise products in your personal information management processes? Checkout the ConnectWise University for a quick reference guide as your how-to guide!

[Personal Information Management](#)

More GDPR questions? Email our Compliance Team at GDPR@ConnectWise.com.

Looking for more GDPR self-assessment? Check out the Information Commissioner's Office [GDPR Self-Assessment](#).