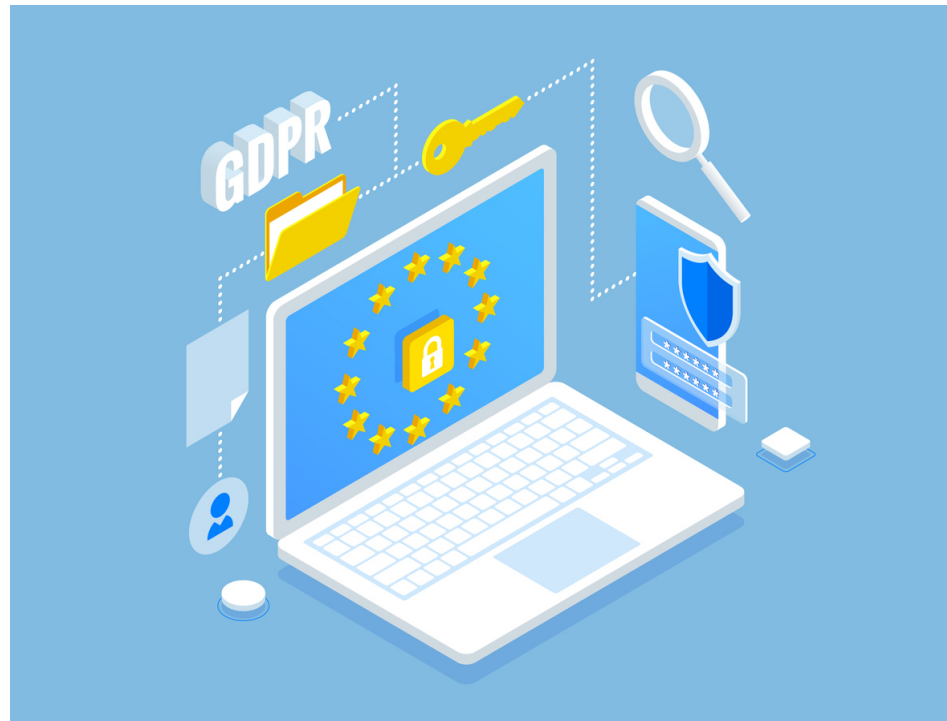# GDPR Compliance Checklist

The GDPR contains requirements to protect the personal data of individuals in the EU by giving them control of their data. Use this checklist as a roadmap to meet these requirements.

1 Greater Authority and Applicability

The GDPR covers a larger jurisdiction than the previous directive. Rules now apply to all companies that deal with the data of EU citizens, even if they're located outside the EU.

2 More Stringent Breach Notifications

Companies must report breaches to a supervisory authority (SA) within 72 hours of discovery. In certain high-risk situations, companies may also be required to notify those whose data is affected by the breach.

3 Heightened Penalties

Organizations not in compliance with the standards will face fines up to 4% of total global revenue or €20,000, whichever is higher.

4 Explicit Consent

Companies must request consent using plain language that's easy to understand. Consent must be given explicitly and be as easy to withdraw as it was to give.

5 Privacy by Design & Default

Companies must incorporate data security into the design of their processes. In addition, they should limit accessibility, amount of data collected and storage period by default.

6 The Right to Access

Individuals have the right to know what personal data of theirs is being processed, for what reason, where the data is stored and with whom it's shared. Subjects also have the right to lodge a complaint with an SA.

7 The Right to Erasure

Subjects have the ability to ask that previously collected or processed data be deleted. If consent is withdrawn or the data is no longer needed, the subject can ask for it to be erased.

8 The Right to Data Portability

Individuals have the right to move, copy or transfer their personal data from one company to another in a safe and secure way and without hindrance from the original organization.

9 Data Protection Officer (DPO)

Any company that processes or stores a large amount of personal data must hire a DPO. Your DPO will educate the company and staff on compliance requirements, conduct audits and monitor protection efforts.