

# GDPR checklist for your website

Example Bikes Ltd, an online shop. Twenty checks in six blocks, filled in for a fictional online shop. Green is done, orange in progress, grey open. 8/20.

## Forms 2/4

|   |                                                                                                         |             |
|---|---------------------------------------------------------------------------------------------------------|-------------|
| 1 | <b>Only fields you really need</b><br>Count the fields: each needs a purpose                            | Done        |
| 2 | <b>A line at each form linking to the privacy notice</b><br>Open every form on your site                | Done        |
| 3 | <b>Newsletter: separate opt-in, not pre-ticked</b><br>Check the box starts empty                        | In progress |
| 4 | <b>Submissions kept in your inbox no longer than needed</b><br>Find the oldest submission in your email | Open        |

## Cookies and analytics 1/4

|   |                                                                                                              |             |
|---|--------------------------------------------------------------------------------------------------------------|-------------|
| 5 | <b>Banner with accept all and reject all on the first layer</b><br>Open your site in a private window        | In progress |
| 6 | <b>No analytics, pixels or ad cookies before consent</b><br>Cookie scanner or your browser's developer tools | Open        |
| 7 | <b>Choice stored and changeable later</b><br>Find the link to your cookie settings                           | Done        |
| 8 | <b>Cookie notice listing each cookie, purpose and duration</b><br>Compare with what the scanner finds        | Open        |

## Processors 2/4

|    |                                                                                                       |             |
|----|-------------------------------------------------------------------------------------------------------|-------------|
| 9  | <b>List of processors: hosting, email, analytics, CRM, forms</b><br>Go through your software invoices | Done        |
| 10 | <b>Data processing agreement with each processor</b><br>Find the DPA in each service's terms          | In progress |
| 11 | <b>Transfers outside the EEA covered</b><br>Standard contractual clauses or an adequacy decision      | Done        |
| 12 | <b>Two-factor authentication on every admin account</b><br>Site, hosting, email tool, domain name     | Open        |

## Retention and records 1/3

|    |                                                                                     |      |
|----|-------------------------------------------------------------------------------------|------|
| 13 | <b>Retention period per type of data</b><br>Is it in your privacy notice?           | Open |
| 14 | <b>Record of processing kept</b><br>A regulator's model or your own list            | Open |
| 15 | <b>Backups and deletion follow the retention period</b><br>Ask your hosting partner | Done |

## Data breaches 0/2

|    |                                                                                                                               |      |
|----|-------------------------------------------------------------------------------------------------------------------------------|------|
| 16 | <b>Procedure: notify the authority within 72 hours where there is a risk</b><br>Who decides, who reports, where it is written | Open |
| 17 | <b>Internal log of every breach, reported or not</b><br>Does it exist, and who keeps it?                                      | Open |

## Data subject rights 2/3

|    |                                                                                                    |             |
|----|----------------------------------------------------------------------------------------------------|-------------|
| 18 | <b>Privacy notice: who, why, legal basis, retention, rights, complaint</b><br>Read it as a visitor | Done        |
| 19 | <b>Requests answered within one month</b><br>Who reads the privacy or contact address?             | In progress |
| 20 | <b>Unsubscribe link in every marketing email</b><br>Send yourself a mail from your email tool      | Done        |