

**DOCUMENTS TO ASSESS DATA PROTECTION COMPLIANCE**

For the planned data protection compliance assessment, it would be helpful if you could provide us with the following documents and information, if available:

- Overview of company or group structure, organization chart
- Countries in which the company has establishments
- Goods and services offered by the company, including information about the clientele (B2B, B2C)
- Countries in which the company offers its goods or services and whether it does so actively or passively (targeting)
- Existing privacy notices (customers, employees, applicants, etc.)
- Existing information on the use of websites, social media, own apps, cookies, tracking of data subjects
- Details of existing internal and external data protection functions, including responsibilities for data protection and data security
- Existing data protection policies
- Existing data security policies
- Record of processing activities, record of processes
- Internal data protection processes, if documented
- Intra-group data protection agreements (e.g. IGDTA)
- Standard data protection wording used in contracts with customers and suppliers
- Existing list of IT and other service providers that process data
- Consents and contractual clauses on data protection with employees, information on data protection from the employee handbook
- Details of data protection training in the company
- Information on data protection and data security audits (e.g. ISO 27001)
- Information on any registrations with a data protection authority
- Information on relevant data breaches in the past
- Information on past and current legal cases in the area of data protection
- Information on the type and scope of data subject requests
- Information on templates, tools, working documents, etc. for data protection compliance (e.g. ROPA with OneTrust, Consent Management System)