GDPR Compliance Cheat Sheet.

Get your copy of the DPC Handbook from your Group DPO

Number refers to chapter in the "DPC Handbook" providing guidance as to what you need to do

New or changed processing activity

- Has the activity been included in the ROPA? **4**
- Is a specific policy necessary for its proper handling? **5**
- Is a specific training necessary for ist proper handling? **6**
- Does it comply with the processing principles and is this on record? **7**
- Has a DPIA been completed with success, if needed? **13**
- Is there a data protection statement for the activity? **8**

3rd party data transfer

- If you are using a 3rd party contractor: Make sure you control him **9**
- If the 3rd party is a sole controller: Agree on terms of transfer **10**
- If the 3rd party is a joint controller: Allocate responsibilities **10**
- The 3rd party, you or both are a processor: Enter into a DPA **9**
- If the 3rd party is outside the EEA: Check cross-border rules **11**

Data subject request

- Can data subject access requests be responded to reasonably? **12**
- Provide data subject with a copy of his/her requested data **12**
- Can an intervention by a data subject be handled reasonably? **15**
- Correct data of data subject if requested and confirm so **15**
- Delete data if requested unless you have a valid reason for not doing so **15**
- Inform data recipients of the request, if necessary **15**
- Limit the use of data subject's data where required upon request **15**

Data breach

- Have you taken the necessary steps for restoring data security? **14**
- 72h
- Is there a risk for data subjects? Report to your supervisory authority **14**
- Respond to follow-up inquiries of the supervisory authority **14**
- Is there a high risk for data subjects? Tell the data subjects **14**

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Questions? dataprivacy@vischer.com

May be used also for compliance with the revised Swiss Data Protection Act

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