

GDPR CHECKLIST FOR ECOMMERCE

Compliance documents	✓
Privacy notice	<input type="checkbox"/>
Employee privacy notice	<input type="checkbox"/>
Data subject consent form	<input type="checkbox"/>
Supplier data processing agreement	<input type="checkbox"/>
Data Protection Impact Analysis (DPIA) Register	<input type="checkbox"/>
Data breach register	<input type="checkbox"/>
Data breach notification form to the supervisory authority	<input type="checkbox"/>
Data breach notification form to data subjects	<input type="checkbox"/>

Compliance procedures	✓
Personal data protection policy	<input type="checkbox"/>
Data retention policy	<input type="checkbox"/>
Data retention schedule policy	<input type="checkbox"/>

Compliance policies	✓
Data breach response	<input type="checkbox"/>
Notification procedure	<input type="checkbox"/>

Other	✓
Data Protection Officer job description: If your company is required to hire a DPO	<input type="checkbox"/>
Inventory of processing activities document*	<input type="checkbox"/>
Cookie consent	<input type="checkbox"/>

*This is mandatory if your company has more than 250 employees, if your processing is likely to result in a risk to your data subjects' rights, if your processing is more than occasional, if your processing includes special categories of data or if your processing includes personal data related to criminal convictions or offenses.