

# Data Privacy Checklist



Data privacy is a growing concern for businesses, particularly SMEs in England and Wales that handle personal information. Boardify's Data Privacy Checklist is designed to assist organisations in complying with data protection regulations and safeguarding the privacy of their customers and employees. By providing a detailed guide for data privacy management, Boardify enables SMEs to build trust with stakeholders and avoid costly fines and reputational damage.

## Policy Development

- Develop a comprehensive data privacy policy
- Ensure compliance with applicable data protection laws and regulations
- Regularly review and update policies to reflect changes in legislation and best practices

## Data Inventory and Mapping

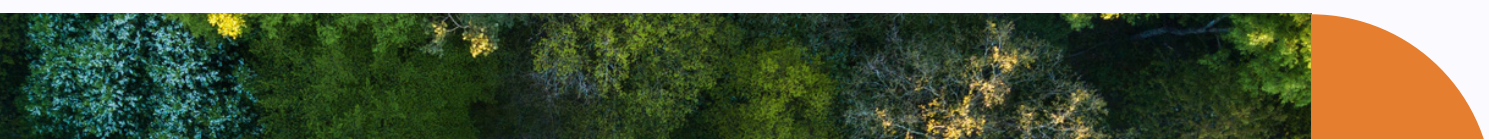
- Identify the types of personal data processed by the company
- Map data flows and storage locations
- Assess the legal basis for processing personal data

## Consent Management

- Implement processes to obtain, track, and manage user consent
- Provide clear, concise, and transparent privacy notices

## Data Protection Measures

- Implement technical and organisational measures to protect personal data
- Regularly review and update data protection measures
- Conduct data protection impact assessments for high-risk processing activities



## Data Subject Rights

- Establish processes to accommodate data subject rights requests (e.g., access, rectification, erasure, portability)
- Respond to data subject requests in a timely manner

## Training and Communication

- Provide regular data privacy training for employees
- Communicate the importance of data privacy and protection to employees and stakeholders

