



# GDPR Compliance Checklist

Soteria Digital Solutions / 15 Jun 2023 / Danny Sutton

Complete

Score	<b>73.33%</b>	Flagged items	<b>4</b>	Actions	<b>2</b>
<b>Name of Organization</b>	Soteria Digital Solutions				
<b>Conducted on</b>	15.06.2023 23:18 PST				
<b>Data Controller</b>	Danny Sutton				
<b>Location</b>	Bartiebeith Rd, Langbar Cres, Glasgow G33 4HY, UK (55.8627286, -4.144083)				

## Flagged items & Actions

4 flagged, 2 actions

### Flagged items

4 flagged, 2 actions

Inspection / Lawful basis and transparency

#### **Provided clear information about data processing and legal justification in the organization's privacy policy**



Can be improved. Kindly explain why and what we do with their data. Please also include our policies in customers requests for deleting data or transferring to another company.

Complete | Priority Medium | Due 22.06.2023 23:19 PST | Created by SafetyCulture Staff

Update privacy policy.

Kindly explain why and what we do with their data. Please also include our policies in customer requests for deleting data or transferring to another company.

Inspection / Data Security

#### **Follows the principles of "data protection by design and by default"**



Lack of "appropriate technical and organizational measures". Technical measures such as encryption is not consistently used throughout the organization. Organizational measures such as limiting of access to personal data is also poor.

Inspection / Data Security

#### **Implements encryptions such as pseudonymination, anonymation and etc.**



Implement encryption throughout the organization to limit access on who can access certain personal data.

In Progress | Priority High | Due 22.06.2023 23:20 PST | Created by SafetyCulture Staff

Review all systems and identify which needs protection by encryption.

Review all systems and identify which needs protection by encryption

Inspection / Privacy rights

#### **It's easy for customers to request and receive all the information you have about them**



This process is a little bit slower compared to other privacy rights of customers.

### Other actions

0 actions

## Inspection

4 flagged, 2 actions, 73.33%

### Lawful basis and transparency

1 flagged, 1 action, 66.67%

**Conducted an information audit to determine what information you process and who has access to it**



**Have a legal justification for data processing activities (refer to article 6)**



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Complete | Priority Medium | Due 22.06.2023 23:19 PST | Created by SafetyCulture Staff

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### Data Security

2 flagged, 1 action, 60%

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**Created an internal policy for team members that builds awareness on data protection (i.e., knowledge on email security, passwords, two-factor authentication, device encryption, and VPNs)**



**Have a data protection impact assessment scheduled and a process in place to carry it out**



**Have a process in place to notify the authorities and data subjects in the event of a data breach**



## Accountability and governance

100%

Anointed personnel to ensure GDPR compliance across the organization



Signed data processing agreements between the organization and third-party services that handle personal data on your behalf



Appointed a Data Protection Officer (if necessary)

N/A

## Privacy rights

1 flagged, 75%

It's easy for customers to request and receive all the information you have about them



This process is a little bit slower compared to other privacy rights of customers.

It's easy for customers to correct or update inaccurate or incomplete information



It's easy for customers to request their personal data to be deleted



It's easy for customers to ask you to stop processing their data



## Completion

Data Controller's Signature

Danny Sutton  
15.06.2023 23:21 PST