

GDPR Checklist

For commercial and other non-fundraising organisations

- Carry out an audit of all the data processing activities of your organisation.
- Based on the audit, decide which legal basis you'll use for each data processing activity.
- To confirm that these legal bases are appropriate, we suggest carrying out a risk analysis.

We suggest taking an approach including the Legitimate Interest basis for data processing activities. This works in the following way:

- Legitimate Interest basis and PECR Soft Opt-In for marketing activity including segmentation.
- Consent basis for third party emails.
- In Performance of a Contract basis for necessary data processing activity, such as booking confirmation emails.

- If you decide on a Legitimate Interest-based approach for one or more processes, carry out an assessment to test this approach. You should test the approach for every data processing activity identified in the data processes audit where the suggested legal base is Legitimate Interest.
- Update your infrastructure for obtaining consent for third party email sharing and email list sign-ups.
- Create, display prominently and notify data subjects about your new Privacy Policy.
- Schedule regular reviews of your Data Processes Audit, Legitimate Interest Assessment and Privacy Policy

DISCLAIMER

We're here to help you prepare for GDPR as much as possible, but we can't offer legal advice and none of the information in the following document should be taken as such. We strongly recommend taking your own legal advice before committing to any decision regarding GDPR. As the data controller, it is your responsibility to design an appropriate approach to data privacy. Neither Spektrix nor any other data processor can make you GDPR compliant without your own processes in place.

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