Congratulations your site audit is complete & your website is now fully compliant to the **new GDPR regulations**. Please view our audit below:

1: Main GDPR audit Level 1

Check & update where required: do the forms we use capture information? Have option boxes left blank/defaulted to 'opt out'?	~
Check & update where required: opt-ins for different types of messaging in separate boxes (email/phone etc.)?	~
Check & update where required: people can easily withdraw from communications? Do I have a plan to deal with data breaches?	~
Check & update where required: reviewed how we manage consent and ensured consent?	~
Check & update where required: an audit of existing info (who, how they subscribed and where their information is shared)?	~
Check & update where required: the website privacy policy been updated to reflect GDPR?	~
Check & update where required: add a cookie consent & cookie policy page on your website	~
Check & update where required: add a privacy policy of what data is captured, what the data is used for, where the data is kept, how to control personal data	~
Check & update where required: attach an SSL Certificate ; the purpose is to securely encrypt all the details that are entered into any forms or fields on a website	~
Check & update where required: users have the right to be forgotten, all websites must have the ability to remove any stored information held on customers	~



2: Legitimate interests audit Level 2

Check & update where required: that legitimate interests is the most appropriate lawful basis for processing

Check & update where required: how or why we need an individual's personal data when we collect it

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Check & update where required: the website is showing a layered privacy notice with the most important information upfront

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Check & update where required: that Individuals are well informed of what we plan to do with their data when we collect it

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Check & update where required: that the website gives individuals the option to refuse marketing, this right is explicitly stated and it's easy to exercise that right

V

Check & update where required: that the website collects the minimum data necessary

V

3: Recording consent audit Level 3

Check & update where required: that the website keeps a record of when and how we got consent from the individual

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Check & update where required: the website keeps a record of exactly what they were told at the time

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Check & update where required: when consent is withdrawn, the website can easily act to remove this

Check & update where required: that Individuals are not penalised when they want to withdraw their consent

 \checkmark



4: Asking for consent audit Level 4

processing Check & update where required: consent prominently and separately from our terms and conditions Check & update where required: people are asked to positively opt-in Check & update where required: that the website didn't use pre-ticked boxes or any other type of consent by default Check & update where required: that the website uses clear, plain, easy to understand language Check & update where required: that the website explains why the data is wanted and how it is going to be used Check & update where required: that specific options to consent and to the different types of data processing have been carried out Check & update where required: that the names of organisation or third parties the data may be shared with Check & update where required: that individuals have been told how they can withdraw their consent

Check & update where required: the website doesn't make consent a precondition of our

Check & update where required: any online services to children, consent has been asked

for age-verification and parental consent measures in place

Check & update where required: that consent is the most appropriate lawful basis for



service

5: Information provisions audit Level 5

Check & update where required: when collecting personal data you will need to make sure individuals are aware of the identity and contact details of your organisation

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Check & update where required: when collecting personal data you will need to make sure individuals are aware of the Contact details of the data protection officer, if you have one

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Check & update where required: when collecting personal data you will need to make sure individuals are aware of the consent or legitimate interests necessary for data processing and why

 \checkmark

Check & update where required: when collecting personal data you will need to make sure individuals are aware of, if your organisation uses legitimate interests, legal grounds to contact individuals, then this must be explained

V

Check & update where required: when collecting personal data you will need to make sure individuals are aware of third parties data may be passed onto

V

Check & update where required: when collecting personal data you will need to make sure individuals are aware of other countries outside the EU the data may be processed

V

Check & update where required: when collecting personal data you will need to make sure individuals are aware of how long the data will be stored, but if that is not possible, then the criteria used to determine that period

Y

Check & update where required: when collecting personal data you will need to make sure individuals are aware of their rights to have their personal data deleted or rectified, and to object to data processing in the future

 \checkmark

Check & update where required: when collecting personal data you will need to make sure individuals are aware of the right to complain to the national data protection authority, which is the Information Commissioner's Oce (ICO) in the UK

V

Check & update where required: when collecting personal data you will need to make sure individuals are aware of the statutory or contractual law requires an individual's personal data

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