

GDPR Audit Checklist

Scope, evidence, controls and remediation

Use this checklist to prepare for an audit. A checked box means evidence has been collected; it does not establish automatic compliance.

1. Scope and governance

Legal entities, locations, products and systems in scope

Preuve / note :

Business, IT, security, HR and executive owners identified

Preuve / note :

Previous audits, incidents, DPIAs and action plans gathered

Preuve / note :

Materiality criteria and rating method defined

Preuve / note :

2. Records and lawful bases

Actual processing compared with the record of processing

Preuve / note :

Purposes stated specifically

Preuve / note :

Lawful basis documented for each purpose

Preuve / note :

Retention periods justified

Preuve / note :

Individuals and data categories complete

Preuve / note :

3. Transparency and rights

Customer, employee, candidate and user notices current

Preuve / note :

Rights-request intake channel identified

Preuve / note :

Identity verification proportionate

Preuve / note :

Deadlines, exceptions and responses recorded

Preuve / note :

One request tested end to end

Preuve / note :

4. Vendors and transfers

Processor list and roles current

Preuve / note :

Article 28 contracts available

Preuve / note :

Subprocessors and locations known

Preuve / note :

Access outside the EEA identified

Preuve / note :

SCCs, TIAs and supplementary measures documented where needed

Preuve / note :

5. Security and breaches

Access, permissions and leavers controlled

Preuve / note :

Backups, encryption and logging documented

Preuve / note :

Personal data breach register available

Preuve / note :

Escalation and risk assessment tested

Preuve / note :

Regulator notification and communications prepared

Preuve / note :

6. Reporting and follow-up

Findings linked to evidence

Preuve / note :

Risks and priorities explained

Preuve / note :

Owners and deadlines assigned

Preuve / note :

Closure evidence defined

Preuve / note :

Limitations and exclusions stated

Preuve / note :

This checklist is not a certification or guarantee of compliance. Have conclusions validated by the appropriate qualified people.