

# GDPR Compliance Checklist

## Transparency

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- Does your VMS have an interface outlining the purpose of why you're collecting data?
- Are you communicating to your visitors how you're going to process, store and secure their personal information?
- Are you communicating data collection transparency in a way that is easily understandable (i.e. using simple language or visuals)?

## Consent

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- Do you communicate a clear consent statement?
- Does your VMS have tick boxes or "I Agree" buttons with the sufficient accompanying text to make it clear what they're agreeing to?
- Do you have a digital agreement that your visitors can digitally sign when collecting personal data of legitimate interest to your data controller (i.e. for the purpose of security, etc.)?

## Data Minimisation

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- Do you only collect visitor data that you need for specific purposes?
- Do you periodically review the data you collect and delete the information you no longer need?

## Right to be Forgotten

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- Do you have a process in place to periodically erase visitor data?
- Does your VMS have an easy data searchability feature so you can delete visitor data in a timely manner?
- Does your VMS have a feature that automatically deletes visitor data after a set time period?

## Security

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- Does your VMS provider store visitor data in a secured server?
- Does your VMS use the best practices in cybersecurity?
- Does your VMS allow you to recover data in case the main database is lost or damaged?