

Data Protection Compliance Confirmation Sheet

Organization Name	_____
Department	_____
Completed By	_____
Position	_____
Date	___ / ___ / ____

1. Data Protection Compliance Checks

Requirement	Compliant	Remarks
All personal data is processed fairly and lawfully.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data subjects are informed about data processing activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Records of processing activities are maintained and updated.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Appropriate technical and organizational measures in place to ensure data security.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Procedures exist for responding to data breaches and subject access requests.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All staff received adequate data protection training.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Declaration

I hereby confirm that the above statements are true and correct to the best of my knowledge, and that appropriate steps have been taken to ensure compliance with the applicable data protection regulations.

Signature

Date

Important Notes

- This confirmation sheet should be reviewed and updated periodically or following significant data processing changes.
- Supporting evidence for each compliance item should be retained for audit purposes.
- Consult your Data Protection Officer (DPO) for any uncertainty regarding compliance requirements.
- This document may be subject to internal and external audits.

