



GDPR To do Check List

- ☐ Create a privacy statement and add to your website.
- ☐ Create a dedicated opt-out page within your website using our form template included within this toolkit
- ☐ All managers to send lists of people who we share our customer data with for consolidation on to website/GDPR data statement.
- ☐ Appoint a data controller for customer contact.
- ☐ Conduct a Legitimate Interest Assessment (LIA). An example assessment is provided within our Legitimate Interest handbook
- ☐ Implement service contact centre opt out process/script.
- ☐ Implement customer job card opt out process.
- ☐ Implement GDPR opt out questions on showroom diary system (sample statement enclosed in our presentation slides).
- ☐ Implement dealer management system car order form process and add opt out statement on the order form.
- ☐ Staff to be asked to re sign new data protection policy explicitly authorising storage and use of their data.
- ☐ All staff to be given presentation and have GDPR explained to them, (See our presentation slide toolkit).
- ☐ Review your storage of customer and staff data and ensure it is secure and if stored on remote servers are they in the EU
- ☐ Send out questionnaire to all people you share customer or staff data with and get them to sign your data agreement and check the responses you get to the due diligence questionnaire.
- ☐ Request all companies you share your customer and staff data with to agree to a new data sharing agreement in line with GDPR. (Contact MotorVise at www.motorvise.com for a sample document).

For help on any of the above checks or for any template documents contact us for a friendly chat on 01325 776410.