COMPLIANCE PARTNERS

SAMPLE

GDPR Gap Analysis Report

Prepared for : [COMPANY NAME]

By: Compliance Partners
Date: [REPORT DATE]

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Introduction

Compliance Partners recently completed a comprehensive GDPR Gap Analysis for your company to evaluate the organization's current compliance with the General Data Protection Regulation (GDPR).

As a result of this analysis, we have pinpointed areas where improvements are recommended or necessary to achieve the following goals:

- **Elevating the overall level of GDPR compliance within the organization**
- **Enhancing existing data protection practices**
- **Mitigating risks associated with data processing activities**

Our findings and recommendations are designed to guide you towards stronger data privacy and security practices.

Below you will find a description of the key terms we structure the gap analysis around; observations, recommendations and required actions.

We want to thank your team for their collaboration so far, and we look forward to continuing our partnership and supporting you in achieving effortless compliance.

Best regards,
The Effortless Compliance Team at Compliance Partners

Key Terms

Observation

These sections highlight findings or remarks noted during our assessment. They serve to inform you about certain aspects of your data processing practices. These observations don't require immediate action or changes from your side. Instead, they're meant to provide insights and raise awareness about specific areas without needing corrective measures.

Recommendation

The term "Recommendation" is used by Compliance Partners to describe suggested actions that you should consider taking based on our findings. Recommendations are aimed at enhancing compliance, improving data protection practices, and mitigating risks identified during the assessment.

While Compliance Partners can assist you in implementing these recommendations and provide tools and frameworks to decrease the workload and streamline internal processes, you play a key role in ensuring these tasks or actions are completed.

Required Action

The term "Required Action" is used by Compliance Partners to describe tasks that will be undertaken by Compliance Partners. However, these tasks will require collaboration and input from you, as well as your approval, to ensure successful completion. While Compliance Partners will drive the process, your involvement is essential for the execution and finalization of these actions.

Executive Summary

The GDPR Gap Analysis revealed several key findings regarding your company's data management practices:

1.Review & Analysis of Original Record of Processing Activities (RoPA)

Compliance Partners conducted an extensive review of your company's Register of Processing Activities (RoPA) as part of the onboarding procedure. Our objectives were to determine:

1. Whether the current state of the RoPA complies with the regulatory requirements outlined in Article 30 of the GDPR,

2. The accuracy of the information contained within the RoPA.

To achieve these objectives, we performed thorough business unit interviews across the organization. This in-depth approach allowed us to gather comprehensive insights into their data processing activities. We meticulously analyzed the existing RoPA, cross-referencing it with the information obtained from the interviews to ensure a detailed and accurate comparison.

On the next page are the documented observations from our analysis of the original RoPa and the actions steps we recommend:

Observation

Under the category Evaluation & Scoring, our analysts and business unit interviews have uncovered an increased risk within the following, where no DPIA appears to be in place:

A) [illegible]

B) [illegible]

2. Introduction of New Record of Processing Activities (RoPA)

We are pleased to introduce a newly developed Record of Processing Activities (RoPA) for your company. This comprehensive RoPA is the result of an in-depth analysis of your company's data processing activities, ensuring it aligns perfectly with the specific needs and operations of your organization.

Our primary objective in creating this new RoPA was to gain a thorough understanding of how personal data is processed within your company. By closely examining each step of data collection, storage, sharing, and retention, we aimed to develop a RoPA that provides clear insights into the lifecycle of personal data across various systems and processes.

Key advantages of having a RoPA in place:

1. **Enhanced Regulatory Compliance:** Ensures adherence to GDPR and other relevant data protection regulations by documenting how personal data is processed within the organization.

2. **Improved Data Management:** Provides a clear overview of data flows and dependencies, facilitating efficient data management practices, including data minimization and accurate data classification.

3. **Risk Mitigation:** Identifies potential data privacy risks and areas of non-compliance, allowing for proactive measures to prevent data breaches and unauthorized access.

4. **Support for Business Processes:** Aligns data processing activities with business logic and workflows, making it easier to implement security measures and maintain coherence with organizational processes.

5. Enhaced Transparency and Accountability:
Demonstrates a commitment to data protection and transparency to stakeholders, including customers, regulators, and business partners, fostering trust and accountability within the organization.

Required Action

Status: Completed

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100% **20% Effort and 100% Compliant**

80% **Annual Compliance Wheel**

60% **Ongoing GDPR Activities**

40% **Onboarding and initial health check**

20% **GDPR Scanner of shared drives, emails etc**

3. DPIA, GDPR Article 35 (Data Protection Impact Assessment) Evaluation and Implementation for GDPR Compliance

As part of our GDPR review, Compliance Partners has conducted a thorough analysis of the processing activities within your company. One critical aspect of this assessment involves the identification and implementation of Data Protection Impact Assessments (DPIAs) as required under Article 35 of the General Data Protection Regulation (GDPR). DPIAs are essential tools for assessing and mitigating risks associated with data processing activities, ensuring compliance with GDPR principles and safeguarding individuals' rights to privacy and data protection.

A Data Protection Impact Assessment (DPIA) is a process designed to help organizations identify and minimize the data protection risks of processing activities. Under GDPR, DPIAs are required for processing activities that are likely to result in a high risk to the rights and freedoms of individuals.

As a general rule, DPIA's are needed in the following situations:

- When a new data processing activity is introduced that is likely to result in a high risk to individuals' rights and freedoms
- When significant changes are made to existing data processing activities that may impact the risk profile
- When processing involves systematic and extensive evaluation of personal aspects based on automated processing, including profiling
- When processing sensitive data or data on a large scale
- When monitoring publicly accessible areas on a large scale

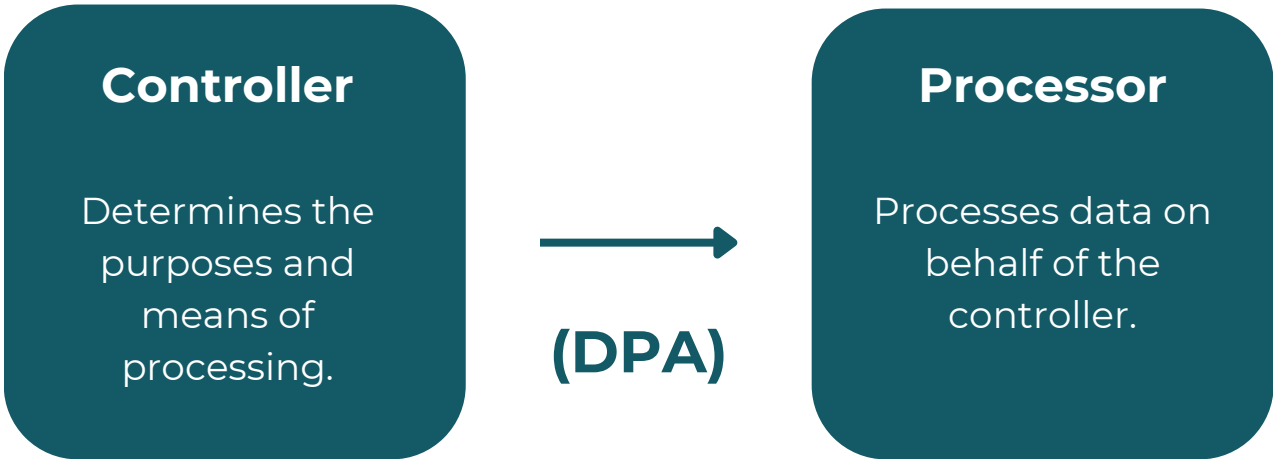
Observation

[illegible]

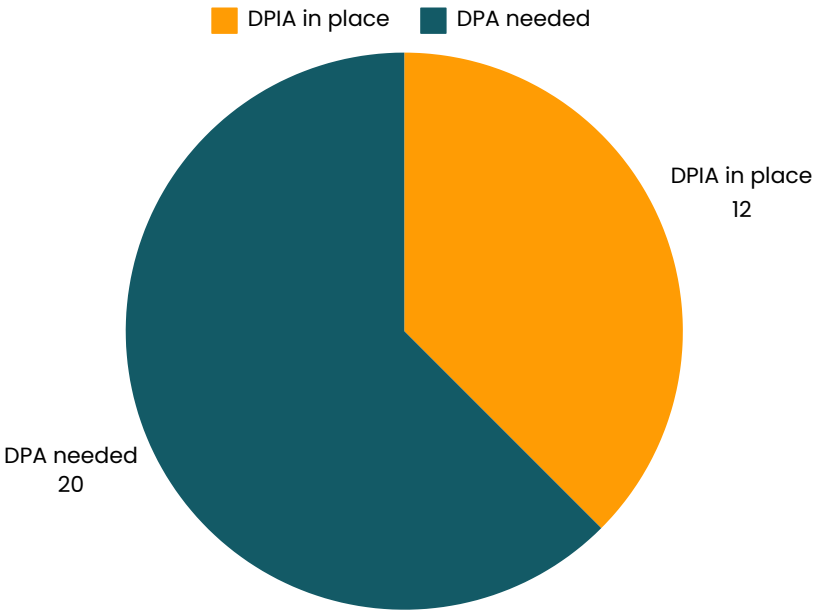
4. DPA, GDPR Article 28, Section 3 (Data Processing Agreeement) Evaluation and implementation for GDPR Compliance

In our ongoing efforts to ensure compliance with the General Data Protection Regulation (GDPR), Compliance Partners has conducted a thorough examination of your company data processing practices. A crucial aspect of this assessment involves the identification and evaluation of Data Processing Agreements (DPAs), which are essential contractual instruments for governing relationships with data processors as required by Article 28 of the GDPR.

Data Processing Agreements (DPAs) are critical components in GDPR compliance, particularly in managing relationships with third-party data processors. Article 28 of the GDPR mandates that whenever a controller uses a processor to process personal data on its behalf, there must be a written agreement in place (DPA). This agreement ensures that both parties understand their obligations and responsibilities under GDPR.



Observation

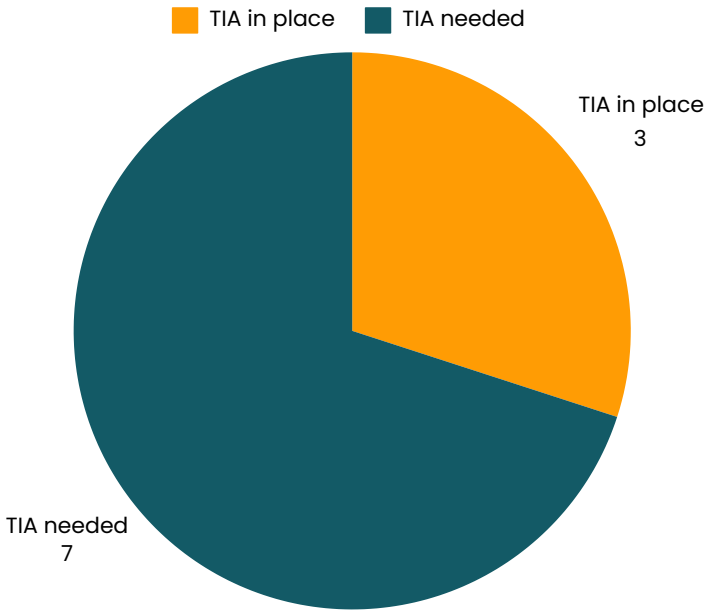


5. TIA, GDPR Article 46.2 and 46.3 (Transfer Impact Assessment) Evaluation and Implementation for GDPR Compliance

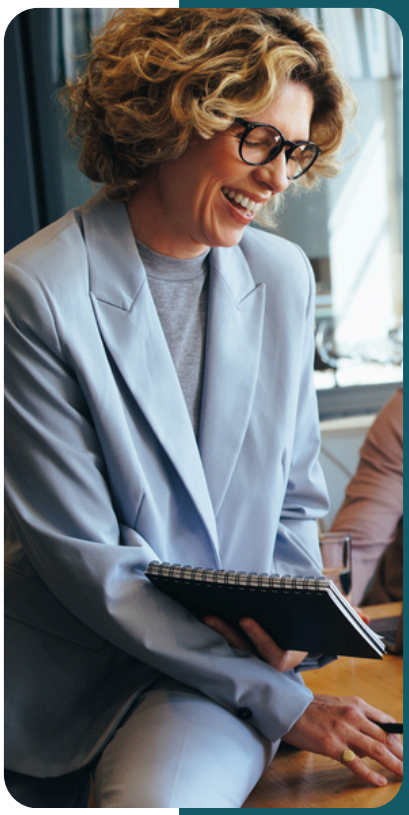
Transfer Impact Assessments (TIAs) are evaluations conducted by data controllers and processors to assess the level of protection afforded to personal data when it is transferred internationally. The primary aim is to ensure that the transferred data receives an equivalent level of protection as it would under GDPR regulations.
TIAs are required whenever personal data is transferred to a country outside the EEA that does not benefit from an adequacy decision by the European Commission.

Compliance Partners has conducted a review of your company's data processing activities, particularly focusing on international data transfers.

As a result, the graph below illustrates the identified Transfer Impact Assessments in place and those that are instead missing.



Conclusion



Curious About Your GDPR Gaps?

Our Effortless Compliance Team is here to provide a comprehensive gap report and guide you through the necessary steps to achieve full compliance effortlessly.

Contact Us to Know More

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