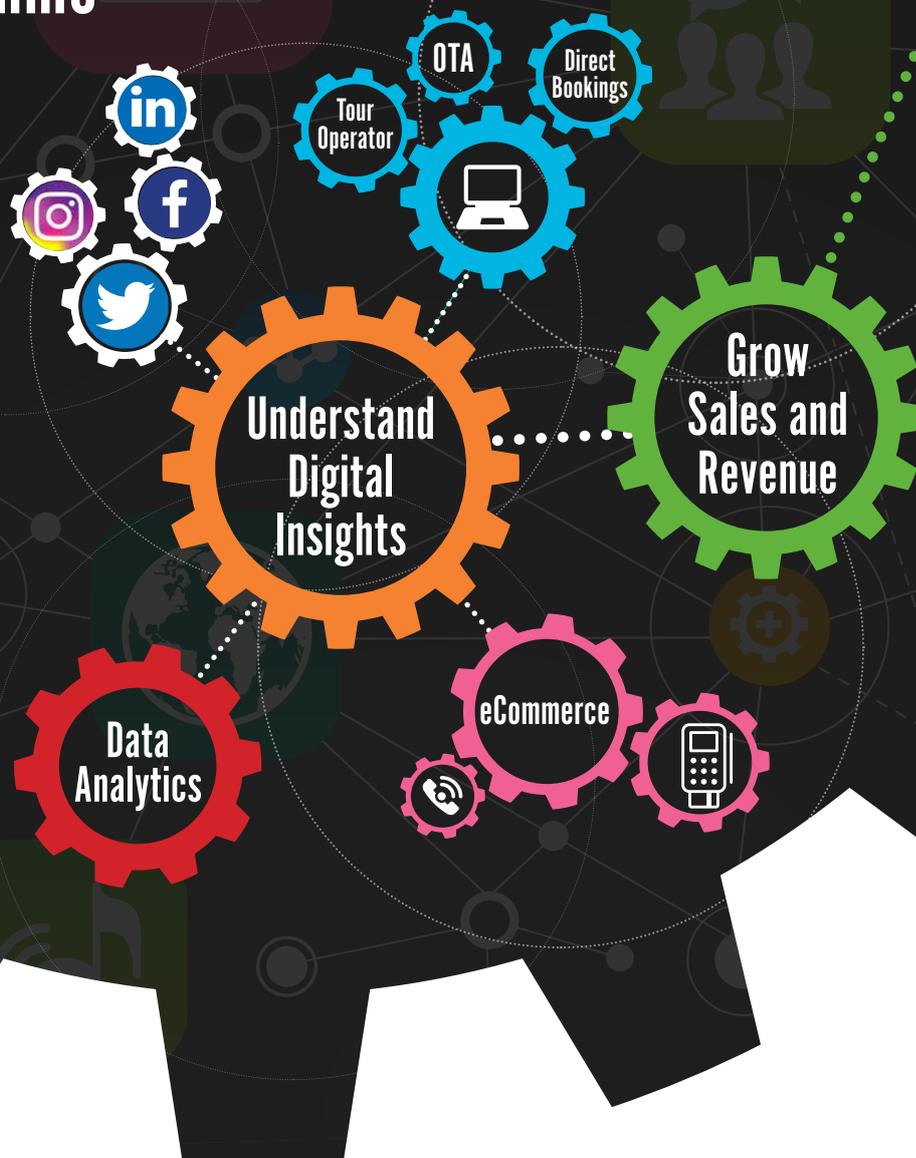


Part of the
**Digital Performance
Improvement
Programme**



GDPR CHECKLIST



Fáilte Ireland

National Tourism Development Authority

Disclaimer: This content is intended for general information purposes only and is not a substitute for professional advice. Any decision regarding your website must be made in consultation with your legal advisor and website developer.



GDPR CHECKLIST

Issue	Result
Is there a notification that your website will be using Cookies to store personal information with an option to accept or reject this?	
When subscribing to an email list is there a checkbox which has to be clicked to confirm the person is happy to get marketing information on an ongoing basis?	
Is there more information collected than is deemed as necessary?	
Are all forms on a secure connection (i.e. https)?	
Is there a Privacy Policy which outlines how data is collected, processed, stored, etc?	
In the Privacy Policy does it outline the policy for removing data?	
Is there someone in your organisation that is the point of contact for all GDPR issues?	
Is there a regular review of GDPR policies?	
<p>All websites are required to have a Privacy Statement and it must be displayed in accordion style. The Privacy Statement can also be called a Privacy Policy. The purpose of which is to accurately and transparently set out how the website owner collects and processes personal data in the course of their work.</p> <p>You need to get your own professional advice on this because it must reflect the personal data that your business processes. At a minimum it should include the following:</p> <ol style="list-style-type: none"> 1. Provide the identity and contact details of the Data Controller. 2. Accurately and transparently disclose all the purposes for collecting personal data. 3. Provide the Legal Basis for collecting and processing personal data. 4. Set out the relevant Retention Period(s). 5. Disclose all third parties who will receive the personal data. 6. Display the data subjects' rights including the right to make a subject access request. 7. Deal with Privacy By Design and Default and Consent. 8. Social Media. 	





Issue	Result
<p>9. CCTV (if applicable).</p> <p>10. Other Data Controller obligations.</p> <p>11. Data Security.</p> <p>12. Data Breaches.</p> <p>13. International Data Transfers.</p> <p>14. How to make a complaint to the Data Protection Officer (or Compliance Office).</p> <p>15. How to make a complaint to the Data Protection Commission.</p> <p>Please note that guidance on What information should be contained in the privacy statement is provided by the Information Commissioner's Office (ICO). The ICO is the UK's equivalent to the Irish Data Protection Regulator (i.e., Statutory Authority), the Data Protection Commission (DPC).</p>	
<p>If your website has non-essential/non-functional cookies, your website requires a Website Cookie Banner and Policy.</p> <p>There are many different types of software that can be used to display the Cookie Banner and Pop-Up. CookieBot is used in the example below. CookieBot is dynamic, so it picks up the Website Cookies on your website and automatically generates a Cookie Policy, which saves time.</p> <p>Below is an example of a Cookie banner where only the necessary Cookies are pre-selected. All non-functional cookies are deactivated/disabled. The non-functional cookies can only be dropped when the website visitor clicks on the unticked checkboxes.</p> <div data-bbox="199 1601 997 1809" style="background-color: #333; color: #fff; padding: 10px; border-radius: 5px;"> <p> This website uses cookies</p> <p>We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.</p> <p> <input checked="" type="checkbox"/> Use necessary cookies only <input checked="" type="checkbox"/> Allow selection <input type="checkbox"/> Allow all cookies </p> <p> <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Preferences <input type="checkbox"/> Statistics <input type="checkbox"/> Marketing Show details ▾ </p> </div> <p>The DPC has advised that the following website is a good example of how cookies are managed, please see Affidea's Website.</p> <p>The DPC has published the following document Guidance Note on cookies and other tracking technologies.</p> <p>The DPC has provided the following 40-minute discussion on their investigation into website cookies Deep dive cookie sweep podcast.</p>	

