



GDPR Compliance + Security checklist 2026

The only checklist you need for an amazing
GDPR Compliance 2026!

- Keep a record of what personal data you collect and where it is stored (Article 30) (Records of Processing Activities (ROPA)).
Owner (Department-wise): **Legal / DPO**

- Make sure every use of personal data has a valid legal reason, including AI tools.
Owner (Department-wise): **Legal**

- Assess high-risk systems and AI tools for privacy risks.
Owner (Department-wise): **DPO + Security**

- Ensure users can clearly give, refuse, or withdraw consent.
Owner (Department-wise): **Legal + Marketing**

- Make sure your team can detect breaches fast enough to meet the 72-hour deadline.
Owner (Department-wise): **Security**

- Have a clear incident response plan and breach reporting process.
Owner (Department-wise): **Security + Legal**

- Protect sensitive data with encryption and strict access controls.
Owner (Department-wise): **IT / Security**

- Review international data transfers and required legal safeguards.
Owner (Department-wise): **Legal**

- Confirm DPO oversight and regular staff privacy training.
Owner (Department-wise): **DPO / HR**

- Regularly test security with vulnerability scans and penetration tests.
Owner (Department-wise): **Security**



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