



**Compliance
documentation
made easy**

GDPR requires organisations to be able **demonstrating** **compliance**

What needs to be demonstrated?

Data Subject



Controller



Processor



- Privacy Notice
- Employee Privacy Notice
- Consent Form
- Access/Disclosure Forms

- Registry of Processing Activities
- Data Protection Policy
- Data Retention Policy
- Data Retention Schedule
- Data Processing Agreement
- DPIA Register
- Breach Response
- Standard Contractual Clauses

Get it done

Perform
Data Mapping



Describe
Activities



Define Policies and
Security Measures



Produce Notices,
Forms and Agreements



How does your current solution perform?

Do you have overview of the records of processing activities?

100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150



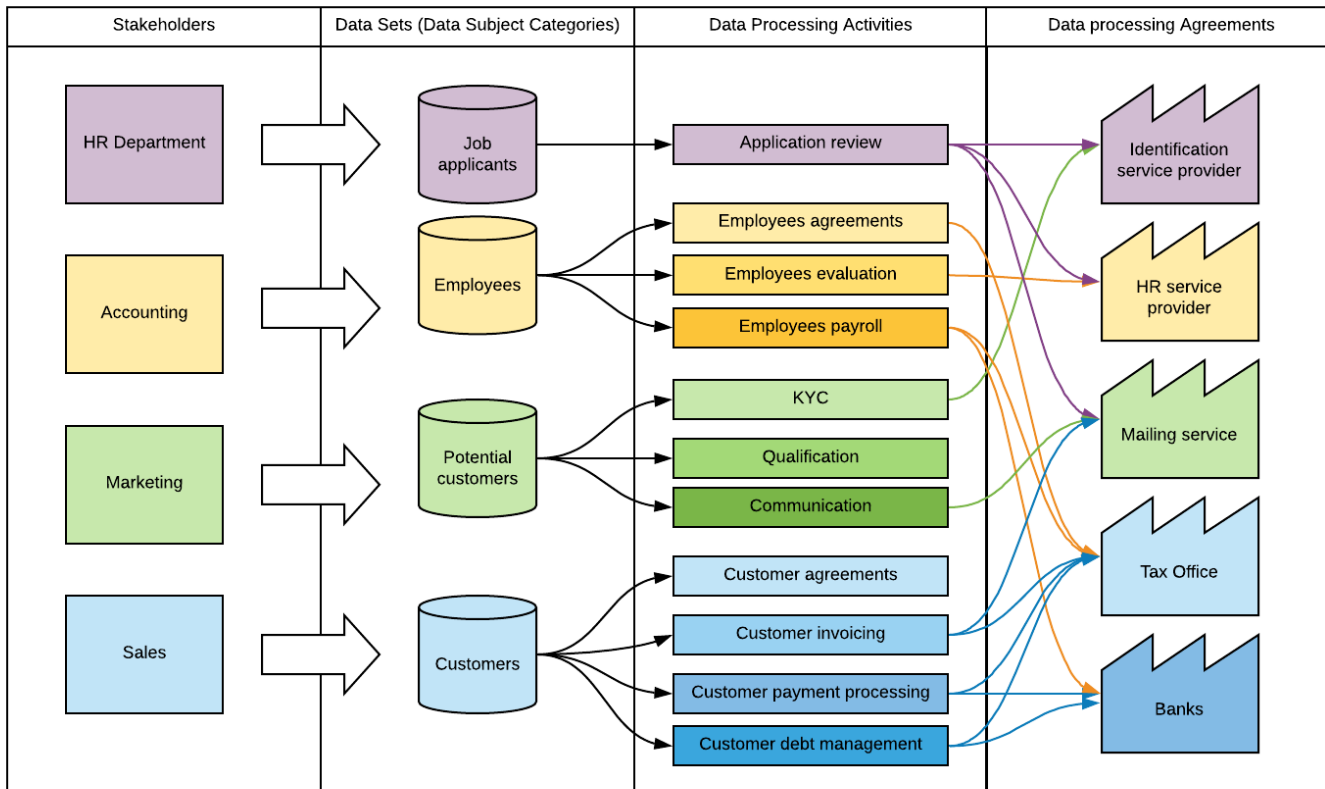
Do you know which partners are connected to which activities?

Are you able managing all group companies?

Are you able collaborating with your colleagues?

How we do it?

Structure



Add Activity

1 Predefined activity template
Customer direct marketing by e-mail

2 Activity name *
Customer direct marketing by e-mail

3 Data set *
Customers and clients

4 Purpose of processing *
Customer marketing campaigns

5 Category of personal data *
Personal Identification Information

6 Basis of the activity *
Consent

7 Personal data processed *
Email address - private

8 Frequency
Monthly

9 Description of data processing activity
Direct marketing campaigns via e-mail

10 Start of the period
11 End of the period

12 Security measures
Access only enabled to employees related to the data processing

13 Time limits for erasure of data *
After the withdrawal of the consent (unsubscribed)

14 Recipients *
Marketing Department, Massmail service providers

15 Is personal data being disclosed or sent to third parties during this processing activity?

16 Companies to whom you are sending personal data during this activity
Mailchimp, SendinBlue

17 Please name the purposes for what processes the data is transferred
As a technical solution to operate the service

18 Are you transferring personal data to service providers outside the territories of EU member states?

19 Countries or organisations
US

Data Processing Activities

- How was the data collected?
- Purposes of collection of the data?
- Personal data is kept in the company?
- If the database is stored outside the company, where and by whom?

Add Activity

Predefined activity template

Nothing selected

Custom templates

Car rental data exchange with partner

Create your templates

- Employees payroll
- Employees sick leave administration
- Employees database
- Employees injured during the work accident
- Employees children
- Employees training
- Employees physical access to working premises
- Employees video surveillance
- Employees on social media
- Employees injured during work
- Employees on website
- Employees location data
- Employees family relations
- Employees medical review
- Customer invoicing
- Customer direct marketing by e-mail
- Customer marketing campaigns
- Customer payment processing
- Customer debt management
- Customer loyalty card management
- Customer profiled direct marketing by e-mail
- Job Applicants Recruitment
- Service delivery
- Members of apartment association administration
- E-commerce client administration (with account)
- E-commerce client administration (without account)

Categorised and predefined data

- Data Subject category
- Categories of data
- Purpose of processing
- Legal basis
- Frequency
- Security measures
- Processor agreements selection

Purpose of processing

Other (specify below)

- General purposes
 - Employees payroll
 - Employees sick leave administration
 - Employees evaluation and planning
 - Recruitment
 - Customer invoicing
 - Customer marketing campaigns
 - Supplier management
 - Membership administration
 - Check at the workplace
 - Combating fraud and customer breaches
- Education
 - Student administration
 - Student counseling
- Healthcare
 - Patient registration and administration
 - Registration of risk groups
 - Medicine and prescriptions management
- Scientific research
 - Epidemiological research
 - Bio-medical research
 - Research
 - Market research
 - Genealogy

Registry of Data Processing Agreements

- Use standard
- Privacy Policy link or attachment
- T&C link or attachment
- Where (country) and for how long will be data processed?

ADD DATA PROCESSING AGREEMENT (DPA)

NAME	ROLE	COUNTRY	PERIOD OF THE CONTRACT	
Data processing company ABC	Data Processor	France	2019-02-28	/ E X
Mailchimp	Data Processor	USA	2019-02-20	/ E X
Security ABC OU	Data Processor	Estonia	2019-02-25	/ E X

Predefined Data Processors

Other

Name: Data processing company ABC

Email: email@domain.com

Privacy URL: www.domain.com/PrivacyPolicy

Terms URL: www.domain.com/TermsandConditions

Contract start: 2019-02-28

Contract end:

Role: Data Processor

Breach notification deadline: 48 hours

Country: France

Responsible person in your company: DPA

Remarks / other information: Data processor provides marketing services

SAVE

Automate your compliance documentation and track it

Nature and purpose of the Processing

Processing operations

please describe the basic Processing activities the transferred/accessed Personal Data will be subject to

Nature of the Processing

Choose the forms/types of Processing Personal Data that are subject of this AGREEMENT (Art. 4 No. 2 GDPR)

- already mentioned above in the "Processing operations"
- collection
- recording
- organization
- structuring
- storage
- adaptation or alteration
- retrieval
- consultation
- use
- disclosure by transmission
- dissemination or otherwise making available

**Data Processing Agreement according to Art. 28 GDPR[1]
("AGREEMENT")**

entered into by and between

The Acme Controller Coporation
Some street 1, 10111 Tallinn, Estonia
- hereinafter referred to as „CONTROLLER“ -
and

The Acme Processor Coporation
Some street 2, 10111 Tallinn, Estonia
- hereinafter referred to as „PROCESSOR“ –

– each party, CONTROLLER and PROCESSOR, are hereinafter referred individually as "Party" and jointly as "Parties" –

Definitions

"CONTROLLER" means the natural or legal person, public authority, or other body which, alone or jointly with others, determines the purposes and of the Processing of Personal Data.

"Data Subject" means the individual to whom Personal Data relates.

"GDPR" means the General Data Protection Regulation (EU) 2016/679 European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the Processing of personal data and on movement of such data.


"Personal Data" means any information relating to an identified or identifiable individual, to the extent that such information is protected as personal data under GDPR.



"Personal Data Breach" means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data transmitted, stored or otherwise processed.

"Processing" means any operation or set of operations which is performed on Personal Data, encompassing the collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure, transmission, dissemination or otherwise making available, alignment, combination, restriction or erasure of Personal Data.

Reset questionnaire DOCX PDF

Store your **compliance documents**
in one place. Track version history.


 5. DATA BREACH

QUESTION	STATUS
 Do you have a procedure to handle and report data breaches?	<input type="radio"/> No <input checked="" type="radio"/> In progress <input type="radio"/> Yes 

DOWNLOAD TEMPLATES

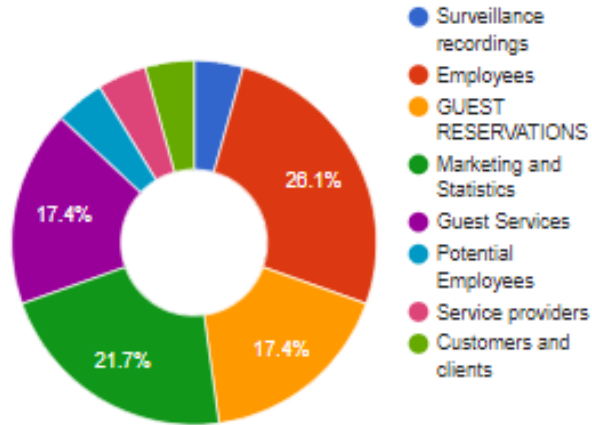
TEMPLATE	DESCRIPTION
Data Breach - internal policy.docx	Data Breach Policy Template
Breach Notice - for data subject.docx	Data Breach Notice Template

UPLOAD DOCUMENTS

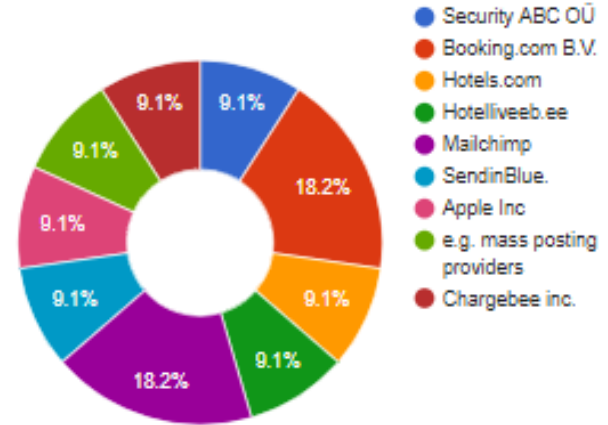
FILE	DESCRIPTION
Breach Notice - for data subject (1).pdf	v 2 
<input type="text" value="Choose File"/> No file chosen	<input type="text"/>

Summary and drill down

Processing Activities by Dataset



Processing Activities by DPA



What if I have **multiple companies** to manage?

Multi-company

Multi-user

Multi-lingual

- Add **subsidiaries**
- Add activities **templates** on general or subsidiary level
- Manage **users** and their permissions
- Manage branches in their **local language**
- Translation** of report to any other language (*in development*)

Is it **secure**?

AWS

Backups

Encryption

Two-factor auth

ELB

Audit trail

- Application is operated in **Amazon** Web Services (Frankfurt - **EU**). ISO 27001, ISO 9001, ISO 27017, ISO 27018
- AWS **backups** + remote backup to Tallinn servers
- All data (incl. files) is **encrypted** using 2048 bit RSA keys and SHA256 with RSA as a signature algorithm
- Password + **Authy** application
- Elastic **load balancing**
- Logs** of every user login and user transaction

How much time will it take to send documentation to DPA?

Just one minute! **Two clicks.**

(When you keep your documentation in GDPR Register)



Records of processing activities

Report created 2019-02-25

Controller

A Testcompany Branch A

Rtermanni 8, 12345 , Tallinn, Harjumaa, Estonia

Registry number: 34234234234

Responsible persons

Name GDPR Register Demo

Position Admin

Email demo@gdprregister.eu

Phone +372

Processing activity: Customer invoicing

Category of data subject: Customers and clients

Purpose of processing: Customer invoicing

Category of personal data: Identification details, issued by the government

Personal data processed: Name, Title, Address - private, Phone number - private, Email address - private, IP Addresses, Cookies

Recipients: Department, Accounting, The registered person himself

References

Postimees GRUPP
— 1857 —

 kaubamaja



 Tehy



 DoveConviene



 airpink


KOTKA
ERAHAIGLA



Cyberconnecting



VÖRU  VESI




COMPENSA
VIENNA INSURANCE GROUP

9

 bakertilly D R A K O P O U L O S



HELLENIC-ROMANIAN
BILATERAL CHAMBER OF COMMERCE

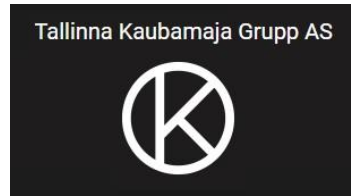
 GDPR register

 tgs ROMANIA

A bit more details...



- Leading transportation platform providing ride-hailing and scooter sharing services
- 36 countries
- 1 Data Protection Officer



- More than one tenth of retail trade in Baltics and employ more than 3,500 people
- 3 countries, 19 companies
- 2 Data Protection Officers



- International financial technology company which offers credit solutions to consumers and small-to medium sized businesses.
- 6 countries
- 3 Data Protection Officers

14-day free trial:

<https://app.gdprregister.eu/register>

Special offer for today's attendees:
Coupon code: [HRCNOV](#)

-20% on subscription price
**+ [free migration](#) of activities from
spreadsheets**

Have questions?

Call me!

Aleksander Uibo

aleksander.uibo@gdprregister.eu

Tel: +372 5151 899