# Privacy checklist

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| **Nr.** | **Question** | **Answer/comments** | **Check** |
| 1 | What is the [purpose](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#p) of processing personal data? |  |  |
| 2 | Can the processing of personal data be based on a [legal basis](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#l)? |  |  |
| 3 | Where are the personal data stored and/or processed?   1. In case this is outside the EEA (in a [third country](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#t)): what additional measures have been taken? |  |  |
| 4 | Whose personal data will be processed? Who are the [data subjects](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#d)? |  |  |
| 5 | What personal data will be processed? Will you process [special categories of personal data](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#s) and if so, what exception is applicable to justify processing special categories of personal data? |  |  |
| 6 | Personal data may not be stored longer than necessary for the purpose of processing. What [retention period](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#r) is applicable for the personal data? Please explain. |  |  |
| 7 | After the retention period, will the personal data be deleted automatically or manually? When manually: how can you assure that his will actually happen? |  |  |
| 8 | The processing activity must be included in the [register of processing activities](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#r). Therefore, an Excel-sheet for SMILE must be completed (this can be requested with the [data protection officer](https://www.utwente.nl/en/cyber-safety/contact/)). This must be done prior to the processing activity. |  |  |
| 9 | What is the UT’s role? ([Controller](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#c) / [processor](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#p) / [joint controller](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#j)?) |  |  |
| 10 | Is the principle of [data minimization](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#d) taken into account? |  |  |
| 11 | Are appropriate technical and organisational measures implemented to protect the personal data? |  |  |
| 12 | Is another party involved with the processing of personal data and if so, what is the role of that party? Is it necessary to enter into a data processing agreement or another agreement? |  |  |
| 13 | Are data subjects properly informed about the processing activities prior to those processing activities (for example by means of [a privacy statement](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#p))? |  |  |
| 14 | Are the [privacy rights](https://www.utwente.nl/en/cyber-safety/privacy/your-privacy-rights/) of data subjects respected? Under certain conditions, a data subject is entitled to:   1. Access to his or her personal data; 2. Correction of his or her personal data; 3. Deletion of his or her personal data; 4. Restriction of the processing of his or her personal data; 5. Portability of his or her personal data; 6. Objection to the processing of his or her personal data. |  |  |
| 15 | Is it necessary to perform a [DPIA](https://www.utwente.nl/en/cyber-safety/privacy/pre-dpia-form/)? If so, this must be done prior to the processing activity. |  |  |
| 16 | Are the principles of ‘[Privacy by Design](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#p)’ and ‘[Privacy by Default](https://www.utwente.nl/en/cyber-safety/privacy/gdpr/gdprdefinitions/#p)’ applied to the processing activity? |  |  |