



Is your organization ready for the GDPR?

The GDPR requires that all organizations examine their processes and ensure they are protecting customer data in accordance with the regulation.

Follow this checklist to ensure that your organization is ready to use ScheduleOnce in a GDPR compliant manner.

Disclaimer: This checklist is designed to help our users understand the GDPR in relation to ScheduleOnce's platform. The information contained herein should not be construed as a comprehensive solution or legal advice. Each organization should take its own steps to ensure compliance.

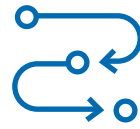


Phase 1

ASSESS

- Determine whether your organization is regulated by the GDPR.
- Identify what data your organization requires to conduct your ScheduleOnce meetings.
- Establish whether your organization has a lawful basis for processing this information.
- Analyze the privacy impact of processing customer data.

- ✓ Determine whether your organization needs a Data Protection Officer, and appoint one if necessary.
- ✓ If your organization is not in the EU, assess if you need to appoint an EU representative.
- ✓ Implement controls to secure customer data in your ScheduleOnce account.
- ✓ Create a process for responding to data subject access requests.
- ✓ Develop a process for notifying data subjects of a breach.



Phase 2

DEFINE PROCESSES AND CONTROLS



Phase 3

RECORD AND DOCUMENT

- ✓ Enter into Data Processing Addendums with ScheduleOnce and integrated apps.
- ✓ Maintain records of your processing activities.
- ✓ Provide ScheduleOnce with purpose for processing, and if relevant, with your DPO's and EU representative's contact information.

Once you have completed all these steps, your organization is ready to go!

For more information on how to complete these steps, read our Ebook: [A practical guide to using ScheduleOnce in a GDPR compliant manner](#)