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| **Prepared By** | **Approved By** | **Date** |
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**GDPR Compliance**

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**List of Documents**

**GDPR Compliance Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and templates included in the GDPR Compliance Package. These resources are designed to ensure compliance with data protection regulations and facilitate the implementation of an effective data privacy framework.

Package Features:  
- Full lifetime access  
- Access on laptop, desktop, and mobile  
- Certificate of completion

## Procedures

|  |  |
| --- | --- |
| No. | Procedures Name |
| 1 | Data Protection Policy |
| 2 | Data Retention and Erasure Policy |
| 3 | Data Breach Response Procedure |
| 4 | Data Subject Access Request Procedure |
| 5 | Data Privacy Impact Assessment Procedure |
| 6 | Data Processing Agreement Procedure |
| 7 | Data Protection Officer Appointment Procedure |
| 8 | Consent Management Procedure |
| 9 | Data Mapping and Inventory Procedure |
| 10 | Privacy by Design and Default Procedure |
| 11 | Data Processor Selection and Management Procedure |
| 12 | International Data Transfer Procedure |
| 13 | Data Protection Training Procedure |
| 14 | Data Minimization Procedure |
| 15 | Pseudonymization and Encryption Procedure |
| 16 | Data Backup and Recovery Procedure |

## Manual and Quality Policy

|  |  |
| --- | --- |
| No. | Manual and Quality Policy Name |
| 1 | Data Processing Register |
| 2 | Data Breach Register |
| 3 | Data Subject Access Request Register |
| 4 | Data Privacy Impact Assessment Register |
| 5 | Consent Records |
| 6 | Data Processing Agreements Register |
| 7 | Data Protection Officer Appointment Records |
| 8 | Data Mapping and Inventory Records |
| 9 | Data Processor Due Diligence Records |
| 10 | International Data Transfer Records |
| 11 | Data Protection Training Records |
| 12 | Data Backup and Recovery Logs |

## Standard Operating Procedures (SOPs)

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| --- | --- |
| No. | Standard Operating Procedures (SOPs) Name |
| 1 | GDPR Compliance Checklist |
| 2 | Privacy Notice |
| 3 | Consent Forms |
| 4 | Data Processing Agreement Template |
| 5 | Data Protection Officer Job Description |
| 6 | GDPR Awareness Training Materials |
| 7 | Data Privacy Impact Assessment Template |
| 8 | Data Subject Access Request Form |
| 9 | Data Breach Notification Template |
| 10 | Third-Party Processor Due Diligence Checklist |
| 11 | Data Retention and Erasure Schedule |
| 12 | Standard Contractual Clauses (if applicable) |
| 13 | Binding Corporate Rules (if applicable) |