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# Your data protection checklist:

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- Identify which data of which data subjects is used for which purposes.
- Verify whether you are obliged to notify the authorities of a data application.
- Regarding the legal basis of data applications: Does the company have a legitimate interest? Do you need to obtain the consent of the data subjects?
- Obtain the data subject's (e.g. customers, employees) consent appropriately:
- Exact description of categories of data, purpose of data processing and the recipients of the data
- Indicate that the data subject can withdraw his or her consent at any time and provide information on how to do this (by phone, fax, email, etc.)
- Freely given consent: the conclusion of a contract must not be conditional on the consent ("prohibition of coupling"). If declarations of consent are part of the GTCs and can only be accepted "generally", this does not constitute freely given consent and means that such consent is void.
- Document consent given to serve as proof.
- Notify the authorities of a data application, where required, via the data processing register's online form.
- Enter into contracts with service providers (cloud service providers, etc.) in a timely manner.
- Conclude works agreements whenever you process employee data.
- Obtain the necessary authorisations for data transfer to service providers ("committing") or third parties ("transmission") in third countries considered "unsafe".
- Inform the data subjects of data applications when you collect data.
- For data applications that must be notified to the authorities, state the controller's register number in communications to the data subjects.