



Global Legal Solutions®

Data Protection Clause Checklist

GLS Checklists – Knowledge Leverage Tools



PART A: INTRODUCTION

1. INTRODUCTION

In our data-driven world, safeguarding of Data (“**Data**”) is critical. That is why Data protection checklists are indispensable in mitigating risks and ensuring compliance. The purpose and scope of Data processing should be aligned with the contract's objectives, guarding against any unintended or excessive use of Data.

Any agreement should outline stringent measures for Data security, detailing protocols to prevent breaches or unauthorised disclosures. Clauses addressing Data breach notification procedures, Data subject rights, and cross-border Data transfers are equally crucial to upholding privacy rights and regulatory compliance. By prioritising these elements within Data protection clauses, parties can establish a strong foundation for responsible Data handling.

This checklist aims to guide customers in assessing their information-handling practices and evaluating privacy-related exposure.

2. FURTHER SUPPORT

If you would like to clarify any point arising out of your use of this checklist, you may book a free 30-minute call with a GLS legal expert: [Free Consultation](#).

3. RELATED ASSUMPTIONS

In preparing this checklist, we have made the following assumptions:

- The default structure for each question is “Yes” or “No”;
- We are reviewing the clause from the customer's perspective;
- Provisions are considered as though arising in a “Supply Contract” scenario, and the principles they invoke will be applicable to most commercial transactions;
- The potential supplier will be required to process Data as part of its services;
- This checklist is based on English law principles; and
- Contracting parties are assumed to be legal entities.

Please remember that this checklist does NOT replace the need for independent legal advice.

PART B: DATA PROTECTION CLAUSE CHECKLIST

4. ISSUES DASHBOARD

You should look at:	
Definition of Personal Data	Subcontractors and Third Parties
Roles and Responsibilities	Cross-Border Data Transfer
Purpose Limitation	Security Measures and Data Breach
Data Access	Audit and Compliance
Retention and Deletion of Data	Indemnification and Liability
Rights of Data Subjects	