



Start Here

GDPR Checklist

Sylvan Assurance, LLC

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For whoever runs a small business and wants to know, in ten minutes, whether GDPR is already a problem.

When you have worked through this, you will have: your free result on where you stand, and the five mistakes to check you have not made.

Your Free tier holds **1 document** (plus the interactive assessment). A “start here, in this order” guide only earns its place once there are several documents to sequence, so at this tier it is a single entry and a pointer onward.

The one guide

1. The 5 GDPR Mistakes - and How to Avoid Them

PDF · 10 min · Whoever runs the business

One page on the five misreadings that most often put a small business on the wrong side of GDPR, each paired with the specific action that avoids it.

Reach for it when: First. It takes ten minutes and it reframes everything after it.

You finish with: A quick read on whether any of the five apply to you, and what to do about each.

The interactive assessment

Not a document: a short questionnaire that scores where you stand and points at the gaps.

→ Take the free GDPR assessment.

When you outgrow the free tier

The Solo toolkit turns these five into a worked checklist (the record of processing, the privacy notice, and data-subject request handling) with a Start here catalog to sequence them.

→ See the Solo, Team and Pro & Data Protection Officer editions.

About This Document

This document is part of the **General Data Protection Regulation (GDPR) Compliance Assessment**, produced by **Sylvan Assurance, LLC**.

It provides **general guidance and recommended approaches** for handling personal data under the General Data Protection Regulation (GDPR), drawn from widely recognised guidance from data-protection authorities and from common practice among small and medium-sized businesses. It is **not** legal advice, a compliance audit, a certification, or a substitute for advice from a qualified data-protection lawyer or your competent supervisory authority. Using this document does not create an attorney-client or advisory relationship.

Every recommendation in this document is **optional** - a widely accepted way to reduce a common compliance risk. You decide which recommendations to adopt, adapt, or decline. The methodologies, phase workflows, readiness checklists, templates, letter libraries, and worked examples are illustrative and non-exhaustive. They describe approaches commonly used by other organisations. Following this guidance **does not guarantee compliance and does not prevent enforcement, fines, or any particular outcome**. Responsibility for your organisation's GDPR compliance remains with you as the operator of your business.

Where this document refers to laws or regulations, it does so for general awareness only. Confirm your specific obligations with qualified legal counsel or your competent supervisory authority. The content represents a point-in-time understanding; regulatory guidance evolves, and it is your responsibility to confirm that the guidance remains current when you apply it.

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Scan for the companion book to this toolkit.
sylvanassurance.com/go/gdpr-compliance

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