

GDPR Pre-Collection Checklist.

Before collecting personal data, ask yourself these seven essential questions.

Every organisation collects personal data - the difference between **compliant** organisations and **risky** ones is what they ask before they collect it. This checklist helps you build Privacy by Design into everyday business decisions, one question at a time.

7 QUESTIONS

The Checklist



Do I really need this data?

Confirm the data is necessary - not simply convenient to have.



Why am I collecting it?

Define one clear, specific purpose before you begin.



What is my legal basis?

Identify which of the six GDPR lawful bases applies.



Have I informed the individual?

Provide clear, accessible notice before or at the point of collection.



Who will have access?

Limit access strictly to those who genuinely need it.



How long will I keep it?

Set and document a defined retention period in advance.



How will I securely delete or anonymise it?

Plan the end of the data lifecycle before you start it.

QUICK REMINDER – THE FIVE PRINCIPLES AT WORK

WATCH FOR

Common Mistakes to Avoid



Collecting personal data "just in case"



Missing or unclear privacy notices



No defined retention period



Giving access to too many employees



No deletion or anonymisation process



Reusing forms copied from another organisation



Collecting more personal data than necessary

PROCESS

Before You Launch

IDEA



Need personal data?

Pause and confirm before collecting anything



Identify the legal basis

Choose the lawful basis that applies



Prepare the privacy notice

Tell people clearly what happens to their data



Ensure secure storage

Restrict access and protect against loss



Define retention period

Set the clock before you switch it on



GO LIVE ✓