

GDPR Requirement	Current Status	Gap?
Lawful Basis	Basic consent clause	Partial
Data Minimization	Implemented	No
Right of Access	Not implemented	Yes
Right to Erasure	Not implemented	Yes
Data Portability	Not supported	Yes
DPO Appointment	Not appointed	No
Breach Notification	No formal procedure	Yes
Security of Processing	Google Workspace; no internal policy	Partial
Third-Party Processors	No data protection agreements	Yes
ROPA	Not documented	Yes

Risk Level	Notes
Medium	Consent not detailed enough
Low	Compliant
Medium	No defined process
High	No formal mechanism
Low	Not a current request pattern
Low	Company likely exempt
High	Must report within 72 hours
Medium	Better technical measures needed
High	Google & couriers handle data
Medium	Required even for small companies