

	A	B	C	D	E
1	GDPR Requirement	Current Status	Gap?	Risk Level	Notes
2	Lawful Basis	Basic consent clause	Partial	Medium	Consent not detailed enough
3	Data Minimization	Implemented	No	Low	Compliant
4	Right of Access	Not implemented	Yes	Medium	No defined process
5	Right to Erasure	Not implemented	Yes	High	No formal mechanism
6	Data Portability	Not supported	Yes	Low	Not a current request pattern
7	DPO Appointment	Not appointed	No	Low	Company likely exempt
8	Breach Notification	No formal procedure	Yes	High	Must report within 72 hours
9	Security of Processing	Google Workspace; no internal policy	Partial	Medium	Better technical measures needed
10	Third-Party Processors	No data protection agreements	Yes	High	Google & couriers handle data
11	ROPA	Not documented	Yes	Medium	Required even for small companies