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GDPR Compliance Tracking for SecureTech

GDPR Obligation	Description	Assigned To	Due Date	Notes	Status
Right to be informed	Ensure individuals are informed about the collection and use of their data at the time of collection.	Compliance Team	02-06-2025	Ensure all privacy notices are clear and updated.	Started
Right to access	Provide individuals with access to their data and details on how it's being processed upon request.	Compliance Team	06-06-2025	Set up DSAR response templates and verification process.	In progress
Right to rectification	Allow individuals to request correction of inaccurate or incomplete personal data.	Compliance Team	10-06-2025	Add a correction request form to the privacy portal.	In progress
Data portability	Provide personal data to individuals in a structured, commonly used format and transmit it to another controller upon request.	IT Team	20-06-2025	Ensure data export capabilities in user account systems.	Not Started
Restrict processing	Allow individuals to restrict the	Legal & Compliance	22-06-2025	Build restriction logic in the consent	Not Started

	processing of their data in certain circumstances.			management tool.	
Withdraw	Enable individuals to withdraw consent at any time, with the same ease as it was given.	Compliance Team	26-06-2025	Create UI/UX option for easy consent withdrawal.	Not Started
Object	Respect individuals' right to object to data processing for specific purposes, including direct marketing.	Compliance Team	29-06-2025	Log objections and ensure data processing is halted where required.	Not Started