

# 12 PRIORITY STEPS FOR LGPD COMPLIANCE CHECKLIST



The Centre for Information Policy Leadership (CIPL) and the *Centro de Direito, Internet e Sociedade of the Instituto Brasileiro de Direito Público* (CEDIS-IDP) have worked on a new paper to help organizations navigate through their priority steps for compliance with the Brazilian Lei Geral de Proteção de Dados Pessoais (LGPD).

**Access here the full CIPL & CEDIS-IDP paper** "Top Priorities for Public and Private Organizations to Effectively Implement the LGPD".

## PRIORITY 1

### **Understand the LGPD's impact on the organization and obtain buy-in from top management**

- ☐ Understand the impact of the LGPD rules on the organization and its use of personal data as a controller and/or operator.
- ☐ Explain and demonstrate to senior management the importance of privacy compliance and the benefits of accountability.
- ☐ Request support from senior management, including budget and resources.



## PRIORITY 2

### **Designate a person in charge of data protection, and identify and engage key stakeholders**



Designate the organization's DPO and document and communicate their role and responsibilities internally.



Identify and engage key internal stakeholders and senior leaders who will sponsor the data privacy management program and who will own program implementation activities.



Identify and engage with key external stakeholders.



## PRIORITY 3

### **Identify the organization's processing activities and the data that the organization handles**

- ☐ Define the methodology to map and record the organization's processing activities (as controller and/or operator) and periodically review the data lifecycle.
- ☐ Map the organization's data and processing activities as soon as possible.
- ☐ Consider anonymization and data minimization to reduce the organization's risk and compliance burden.





## PRIORITY 4

### **Determine the organization's role and obligations as a controller or operator**



Determine the organization's role and obligations as a controller or operator.



Communicate these obligations to the relevant individuals and teams within the organization.



Consider any updates needed to standard customer contracts to reflect the organization's role.



## PRIORITY 5

### **Assess the privacy risks associated with the organization's data processing**

- ☐ Implement a data privacy risk assessment process that includes consideration of risks to individuals.
- ☐ Prioritize compliance measures related to data processing that carries the highest risks for individuals and the organization.



## PRIORITY 6

### Design and implement a data privacy management program covering the LGPD requirements



Design a data privacy management program and an action plan for implementing it based on the identified risks.



Identify easier tasks and implement them as soon as possible.



Maintain and review the data privacy management program on an ongoing basis.



## PRIORITY 7

### **Define the legal bases for the organization's data processing activities**

- ☐ Identify the individuals or team that will be responsible for determining the legal bases for processing—they should define the legal bases the organization relies upon as a priority.
- ☐ Consider what processes should be put in place and/or adapted for ongoing maintenance of the legal bases for processing activities.



## PRIORITY 8

### **Define technical and organizational measures for effective data security and internal reporting and management of security incidents**



Work with the information security and systems/data architecture teams to determine the changes needed to implement appropriate data security measures.



Establish a process for internal reporting and managing of security incidents and personal data breaches and notifying the ANPD if necessary.



## PRIORITY 9

### **Identify all third parties with which the organization shares personal data and establish a third party management process**

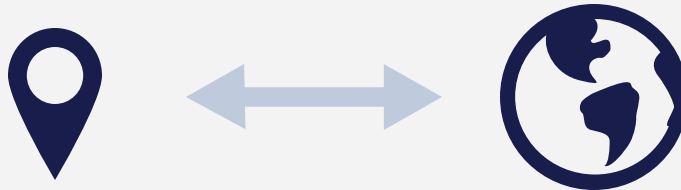
- ☐ Identify the third parties that process personal data on the organization's behalf, and determine whether it processes personal data on behalf of another organization.
- ☐ Assess and adopt third party management mechanisms, including due diligence and entering into data processing agreements.



## PRIORITY 10

### **Identify the organization's cross-border data flows (inbound and outbound) and put in place appropriate data transfer mechanisms and safeguards**

- ☐ Identify whether the organization transfers personal data to third countries, for what purposes and in what capacity (as controllers and/or operators).
- ☐ Assess and implement the transfer mechanisms that are most appropriate for the organization.



## PRIORITY 11

### **Build effective processes for transparency and data subject rights**

- ☐ Prepare privacy notices and other relevant resources to provide easily accessible information to individuals about the organization's data processing.
- ☐ Map the various case scenarios for data subject rights requests and assess the organization's response time to requests to develop the relevant processes.
- ☐ Develop processes to respond to such requests.





## PRIORITY 12

### **Train employees on LGPD requirements and create an awareness-raising program**

- ☐ Implement ongoing training for all existing employees, contractors and new-joiners.
- ☐ Plan training and communications activities both in the beginning of the organization's data privacy management program and on an ongoing basis.





**Bojana Bellamy**  
President, CIPL



**Giovanna Carloni**  
Global Privacy Policy  
Manager, CIPL



**Laura Schertel**  
Lawyer and Professor,  
CEDIS-IDP



**Danilo Doneda**  
Lawyer and Professor,  
CEDIS-IDP

## What is CIPL

CIPL is a global privacy and security think tank based in Washington, DC, Brussels and London. CIPL works with industry leaders, regulatory authorities and policy makers to develop global solutions and best practices for privacy and responsible use of data to enable the modern information age.

## What is CEDIS-IDP

Cedis-IDP is a Brazilian institution focused on promoting research and debates on the implementation of new laws and regulations that impact the information society such as relating to privacy and data protection, competition and innovation, and internet governance.

[Access here](#) for more information about the CIPL & CEDIS-IDP LGPD project.

[Access here](#) the full CIPL & CEDIS-IDP paper "Top Priorities for Public and Private Organizations to Effectively Implement the LGPD".