Yardwork

AI-agent GDPR launch checklist

Complete with the responsible people before processing starts. A practical worksheet, not certification.

Owner / evidence location / unresolved action: _____

- [ ] What job and information are approved?
  Evidence: Processing description and purpose. Responsible: Business owner.

Owner / evidence location / unresolved action: _____

- [ ] What makes the use lawful?
  Evidence: Basis and any additional data conditions. Responsible: Privacy decision-maker.

Owner / evidence location / unresolved action: _____

- [ ] Who handles the data?
  Evidence: Roles, processor terms and recipients. Responsible: Supplier owner.

Owner / evidence location / unresolved action: _____

- [ ] What have people been told?
  Evidence: Relevant notices and contact route. Responsible: Customer or staff process owner.

Owner / evidence location / unresolved action: _____

- [ ] What happens to copies?
  Evidence: Retention, rights and deletion test. Responsible: System and privacy owners.

Owner / evidence location / unresolved action: _____

- [ ] Can the agent cross a boundary?
  Evidence: Access, approval and failure test results. Responsible: Workflow operator.

Owner / evidence location / unresolved action: _____

- [ ] What happens if something goes wrong?
  Evidence: Stop procedure and incident contacts. Responsible: Incident lead.

Owner / evidence location / unresolved action: _____

- [ ] What requires a new review?
  Evidence: Change triggers and review owner. Responsible: Business owner.

Walk through an ordinary task and an exception; resolve open points before enabling the affected work. Review changes to purpose, data, recipients, retention, autonomy or consequences. Full legal conditions and source links are in the article.