YOUR
LOGO

**COMPANY NAME**

GDPR COMPLIANCE CHECKLIST PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your GDPR compliance efforts. We provide expert guidance in data privacy and regulatory alignment, helping organizations like yours navigate the EU General Data Protection Regulation (GDPR).

This proposal outlines our plan to deliver a comprehensive GDPR compliance checklist and implementation roadmap for [Client Name].

# Project Objectives

The primary goals are:

- Assess current compliance status across data handling, storage, and processing practices
- Provide a detailed GDPR checklist to guide corrective actions
- Identify potential areas of non-compliance and legal exposure
- Support development of policies, notices, and risk controls

# Proposed Services

Our GDPR checklist and advisory services include:

- GDPR readiness assessment and data flow mapping
- Detailed compliance checklist across key domains (consent, data subject rights, etc.)
- Review of internal policies, contracts, and notices
- Risk scoring and remediation prioritization
- Templates for privacy policies, consent forms, DPIAs
- Final report with practical compliance recommendations

# Scope of Work

Scope includes:

- Initial discovery sessions and documentation review
- Custom checklist aligned with GDPR articles
- One-on-one advisory sessions to interpret checklist results
- Tools and templates to accelerate compliance efforts
- Optional: Ongoing support for implementation and audits

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Discovery & Review | Collect documentation and assess practices | [Start Date] |
| Checklist Development | Create customized GDPR compliance checklist | [Date] |
| Advisory & Delivery | Review findings and submit report | [Completion Date] |

# Pricing

Estimated cost breakdown for GDPR checklist and compliance services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Readiness Assessment | Review systems, policies, and workflows | [Amount] |
| Checklist Development | GDPR checklist and risk prioritization | [Amount] |
| Advisory Session | Consultation and recommendations | [Amount] |
| Templates & Tools | Privacy notices, consent forms, DPIA guide | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a regulatory advisory and digital risk management firm with deep experience in data protection law, security frameworks, and compliance.

- Experience: [X] years in privacy law consulting and GDPR alignment
- Expertise: GDPR, ePrivacy Directive, ISO 27001, risk assessments
- Mission: To empower clients to protect data with confidence and transparency

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: GDPR readiness assessment for SaaS startup
- Outcome: Delivered checklist and achieved compliance in under 90 days

Testimonial:
“[Your Company Name] made GDPR understandable and actionable. The checklist was comprehensive and helped us focus on the most urgent risks.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon delivery.
Scope: Includes checklist, advisory sessions, and templates.
Client Responsibilities: Provide access to documentation and internal processes.
Adjustments: Any additional consulting hours or remediation support may be scoped separately.

# Acceptance

To approve this GDPR Compliance Checklist Proposal and begin services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_