

FREE TOOL · A4 PRINTABLE

UK GDPR file-sharing checklist.

Seven Article 32 measures every UK business handling personal data should verify. Tick what is in place. Address the gaps before the next ICO audit or subject access request.

01 / DPA signed with vendor

☐ **Article 28 Data Processing Agreement signed and on file with every third party that processes UK personal data on your behalf.**

Most major vendors publish a DPA you accept electronically. Save a copy of the executed agreement to your compliance archive.

02 / Encryption documented

☐ **Vendor encryption attestation in writing - AES-256 at rest, TLS 1.2+ in transit.**

Save the vendor's security page or DPA section as a PDF. Required when responding to client due diligence questionnaires.

03 / Audit trail enabled

☐ **Per-document access log capturing who, when, IP. Quarterly export to compliance archive.**

When the ICO requests a 12-month audit log, you should not be limited to the vendor's default retention.

04 / Access controls in use

☐ **NDA gate or equivalent acceptance flow before document access. Per-recipient links rather than shared "anyone with the link" access.**

Single shared links make leak tracing impossible and usually fail Article 32's "appropriate technical measures" test.

05 / Right-to-erasure procedure

☐ **Documented process for handling subject access and deletion requests within 30 days.**

Specify who validates, who executes deletion across all systems, and who confirms completion to the requester.

06 / UK or EU data residency

☐ **Data stored in UK or EEA. US residency only with a documented DPF lawful basis.**

Two prior US adequacy frameworks were overturned by the EU Court of Justice. UK residency removes the continuing risk.

07 / Breach notification process

☐ **Documented 72-hour notification flow per Article 33.**

Specify who triggers investigation, who decides whether ICO notification is required, and who drafts and sends the notification.

Need a UK-resident, GDPR-clean file-sharing tool?

Beamprobe is a virtual data room hosted in Cloudflare R2 (EU jurisdiction). NDA gate, audit log, right-to-erasure built in. From £29/month.

beamprobe.com/signup