



IM Checklist - GDPR Implementation Checklist

<https://imchecklist.org> - <https://imviptraining.com>

This checklist was created by IM Checklist and is in no way legal advice for the GDPR.

What we're including are the steps we've taken on all our websites to ensure our policies are up to date and compliant with the GDPR, "for our business". Every business is different, and these checklists are a guide to finding the best free resources for to help you become GDPR compliant.

1. Ensure all your websites are connected with your main WordPress.com account.

This is optional but we've over 50 WordPress blogs all connected here. When we want to upload a plugin that we require on "all" sites we upload it "once" rather than uploading and activating it for each site. This a massive time saver.

2. Download these four plugins.

Download to PC if many sites, use your Dashboard to search for each if only a few sites.

- a) Cookie Notice by dFactory
- b) WP GDPR Compliance by Wan Ons
- c) Contact Form 7 by Takayuki Miyoshi
- d) Flamingo by Takayuki Miyoshi

Here's a quick explanation on how each plugin will help you.

Cookie Notice by dFactory - This displays a cookie notice when the page loads.

(Required by GDPR)

WP GDPR Compliance - This allows process data requests from your WordPress site without having to lift a finger. It's secure for the user meaning they can only process by clicking a link in their email, from the same device and IP. It also allows you to easily add a checkbox to forms on your website currently supporting Contact Form 7, Gravity Forms, WooCommerce, WordPress Comments.

(Data Request Requirement & Extra Checkbox Recommended For Sensitive Forms)

Contact Form 7 - Popular, free and flexible WordPress Contact Form.

(For Data Removal Requests)

Flamingo - Stores all Contact Form 7 Entries in Wordpress

(Backup As Email Can Fail)

3. Upload both plugins to WordPress.com for all sites and activate.

If not using WordPress.com, just upload and active through your normal Wordpress dashboard.

4. Integrate Google Recaptcha For Contact Form 7

Go to <https://www.google.com/recaptcha/admin#list> and add a label > choose reCAPTCHA V2 > enter domains below, > accept terms > click Register.

From here you'll be provided with a Site Key & Secret Key. Return to Wordpress Dashboard > Contact > Integration and enter the site & secret key.

5. Ensure that your WordPress blog is up to date

Current Version Required For This 4.9.6. Important! From here you'll see under "Settings" in your WordPress dashboard a new "Privacy" link..

6. Create a Privacy Policy Page (Or update your current one)

Here are two resources that we used to create our own Privacy Policy pages. Keep in mind these pages require reading and editing. WordPress "suggested text" is not enough for most business, and SEQ Legal includes a lot of optional text plus parts you are REQUIRED to edit.

a) SEQ Legal: <https://seqlegal.com/free-legal-documents/privacy-policy>

b) WordPress Guide: [https:// yourdomain.com /wp-admin/tools.php?wp-privacy-policy-guide](https://yourdomain.com/wp-admin/tools.php?wp-privacy-policy-guide)
Screenshot:

<https://kevinfahey.net/wp-content/uploads/2018/05/WordPress-GDPR-Guideline.png>

7. Edit Cookie Notice

Go to your WordPress Dashboard > Settings > Cookie Notice. Ensure “Enable Privacy Policy Link” is clicked and choose your Privacy Policy Page. Click Synchronize with WordPress Privacy Policy page and save at the end. (There are additional options here you can edit if you wish)

8. Edit WP GDPR Compliance

Go to your WordPress Dashboard > Tools > WP GDPR Compliance. There’s TWO important things to complete here. Under Integration checkbox and activate all the forms that you use on your site. On the next tab “Checklist” turn on everything that applies. On the last tab “Settings” under Request User Data you’ll see Active Requests.. Checkbox “Active Page”, > click Save Changes. From here view and bookmark this page. This page is default set to private. Click Edit and change Visibility to Private

9. Create a New Email Address

Inside your cpanel (hosting account) create a new email using anything like report/abuse/requests @ yourdomain.com. Depending on how you deal with your emails we recommend forward this to your most important email inbox.

10. Filter, Tag & Prioritize This Email

Send an email to the new address forwarding it to a Gmail account. Open the email and click create filter for this address. Click Star It > Apply Label (Create New For Requests) > Never send it to spam: Always mark as important.

This is our system. Your way of organising email may be different. The important part is you see and act on these emails.

10. Download Other Legal Files & Create Pages

You’ll need to download and edit each file. You’ll find free templates here: <https://seqlegal.com/free-legal-documents>

Create a new page in WordPress for all the links below. Privacy Policy should already be created if following this guide.

- Cookies Policy
- Copyright Notice
- Legal Disclaimer
- Privacy Policy
- Website Disclaimer
- Terms & Conditions
- Contact Page (Use Contact Form 7 on this page)

12. Add a footer to your website

Go to your WordPress Dashboard > Appearance > Menu.
Click create a new menu.
Name the menu footer.

Each theme will have different options to add the menu. If using for sales pages or optin page in certain cases you edit the page itself. For standard WordPress blogs click Appearance > Theme > Customize.
The editor will open and you'll see Menus & Menu Location.

13. Check All Your Landing Page Headlines

GDPR requires you to clearly describe what people will get after they sign up.

Here's an example of a landing page headline which is NOT GDPR compliant.

FREE CASE STUDY: "\$24,975 from creating a course without selling a single copy to a customer!" Enter your name and email for instant access

To make it GPPR compliant we adjust the headline to...

SUBSCRIBE TO OUR NEWSLETTER & GET A FREE CASE STUDY: "\$24,975 from creating a course without selling a single copy to a customer!"

We are clearly stating that people are subscribing to a newsletter.

14. Ensure your optin box has a clear link to the privacy policy

Add a clear privacy policy to all landing pages including popup boxes.

Before we used

"Privacy Policy: We value your email privacy and never send SPAM."

Now we include a clear link to our Privacy Policy

Example:

Privacy Policy: We value your email privacy and never send SPAM. [View our Privacy Policy Here](#)

15. Create A GDPR Page

You are not required to link this on the footer menu but this link should be included in your privacy policy or contact page for people wanting to adjust or remove data.

GDPR requires you to act on the following.

1. Data Rectification - Allow users to adjust their information.
2. Data Access - Allow users to see what records we hold.
3. Right To Be Forgotten - Allow users to be removed from our records
4. A Data Breach Process - Stating what will happen in the case of a breach.

Using Contact Form 7 and create a form allowing users to contact you requesting a change to any information. (1)

Link to your Data Request Access Page (yourblog.com/data-access-request) allowing users to be automatically emailed their data. (2)

Using Contact Form 7 create a form allowing users to request their data be removed. (3)

Write a paragraph on what will happen if their data is breached such in the case of a website hacked or data stolen. (4)

Example: If the event of any data breach from our servers or third party providers we will contact all concerned parties within 72 hours and follow up with any details if required.

16. Edit Your Privacy Policy Page With Links To 3rd Party Services You Use

Create a list of all the companies that handle data on behalf of your business. This could be Google, Facebook, your hosting company, autoresponder

companies and tracking services. Include this list in your privacy policy with a link to each service own privacy policy.

That's it, following this guide I hope it saves you some headaches and money.

Regards
Kevin Fahey

PS Are you a member of our Online Marketing Facebook Group where I share tips daily on how to increase your online results? [Click Here To Join For FREE.](#)

PPS I've included a quick cheat sheet/checklist below on the last page of this PDF. Print it out and use on all your sites and clients websites.

Website: _____ Date Started ___/___/___ Completee (Yes / No)

Task	Details	Complete
1	Connect all your sites with your WordPress.com account.	
2	Download the four plugins.	
3	Upload both plugins to WordPress.com for all sites and activate.	
4	Integrate Google Recaptcha For Contact Form 7	
5	Ensure that your WordPress blog is up to date	
6	Create a Privacy Policy Page (Or update your current one)	
7	Edit Cookie Notice	
8	Edit WP GDPR Compliance	
9	Create a New Email Address	
10	Filter, Tag & Prioritize This Email	
11	Download Other Legal Files & Create Pages	
12	Add a footer to your website	
13	Check All Your Landing Page Headlines	
14	Ensure your optin box has a clear link to a privacy policy	
15	Create A GDPR Page	
16	Edit Your Privacy Policy Page With Links To 3rd Party Services	