



# CHECKLIST FOR THE APPOINTMENT OF A REPRESENTATIVE

- What services are included?
- Does the Representative simply forward the requests from the data subjects and Data Protection Authorities, or is there an actual handling of such requests?
- What services are included in the fees? Are there any hidden costs?
- What languages are covered?
- Is translation included in the fees?
- Who is the team? What are their qualifications and experience?
- Do they provide a secure Compliance Certificate?
- Does the Representative's contract terminate automatically in case of a data breach?
- Are they conflicted by also being a DPO?
- Does the Representative provide data breach notification support?
- How responsive are they?
- How and where do they keep a copy of your register of processing activities?
- How secure is their platform?
- How many offices does the Representative have and where are they located?
- Was the Representative's information security system audited?
- Does the Representative have adequate insurance to cover their liability risk?