GDPR Checklist for SaaS

Product, contracts, vendors and evidence for your clients

This checklist helps product, security and sales teams prepare what European clients ask for, before the question lands mid-deal.

Framework	When it applies to you
Moroccan law 09-08 / CNDP	All processing carried out in Morocco: clients, prospects, staff, website.
EU GDPR	Once you process data of people located in the EU, or target the European market.

1 Product and data

- [ ] Collection, import, support, logs, backup and deletion flows are mapped.
- [ ] Controller/processor roles are qualified for each purpose.
- [ ] Test data is minimized or synthetic.
- [ ] AI and analytics features are inventoried.

2 Contracts

- [ ] An Article 28-compliant DPA is available.
- [ ] Authorized instructions and purposes are defined.
- [ ] Assistance with rights, incidents and DPIAs is described.
- [ ] Audit rights and contract termination are covered.
- [ ] The list of sub-processors is published or available on request.

3 Hosting and transfers

- [ ] Countries of hosting, backup, support and administration are known.
- [ ] The applicable transfer mechanism is documented.
- [ ] A TIA and supplementary measures are prepared if needed.
- [ ] Location changes go through a review before being implemented.

4 Security and operations

- [ ] MFA and privileged access management are in place.
- [ ] Encryption and key management are documented.
- [ ] Logging, backups and continuity are tested.
- [ ] An incident procedure and a client channel are defined.
- [ ] Retention and deletion can be automated.

5 Sales evidence

- [ ] A standard security/GDPR questionnaire is already filled in and validated.
- [ ] A data flow diagram is ready and understandable.
- [ ] A summary of security measures is available to share.
- [ ] DPO and security contacts are identified.
- [ ] The answers given are consistent with the contracts and the actual product.

RGPD Conseil Maroc

Next step with RCM

RCM can prepare your GDPR compliance file to speed up sales to European clients.

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This checklist is general guidance and does not replace an audit or legal advice for your specific situation.