



## GPA Global Privacy and Data Protection Awards 2023

### Entry Form

To submit an entry to the GPA Global Privacy and Data Protection Awards please complete and email this form to [secretariat@globalprivacyassembly.org](mailto:secretariat@globalprivacyassembly.org) **no later than 9 June 2023**.

Note: GPA member authorities can submit as many entries as they wish, but a separate form should be used for each different entry, submitted by the deadline above.

Languages: The GPA documentation Rule 6.2<sup>1</sup> applies.

#### 1. CONTACT DETAILS FOR THIS ENTRY

Privacy/Data Protection Authority:	<b>Hellenic Data Protection Authority (Hellenic DPA)</b>	
Person completing this form:	Dr Elias	Athanasiadis
	<i>First name</i>	<i>Last name</i>
Job title:	Head of Communications Department	
Email address:	<a href="mailto:eathan@dpa.gr">eathan@dpa.gr</a>	

#### 2. ELIGIBILITY

By submitting this entry, I confirm that (*please tick all boxes to confirm*):

- The Authority is a member of the Global Privacy Assembly
- The initiative described in this entry was undertaken since January 2022.
- I am aware that the information in the entry (other than the contact details in 1(a) above) will be publicised by the GPA Secretariat.

#### 3. CATEGORIES

Please indicate which category you wish to enter.

*Please tick **one**; please use a separate form for each category you wish to enter:*

- Education and Public Awareness
- Accountability
- Dispute Resolution and Enforcement
- Innovation
- People's Choice

<sup>1</sup> [GPA Rules and Procedures](#), Rule 6.2 'Assembly documents':

Without prejudice to section 4.2, Assembly documents, including accreditation and observer applications may be submitted in English or in another language. In the latter case, the documents shall be accompanied by an English version. Members with the ability and the resources to do so are encouraged to translate proposed resolutions and other Assembly documents such as the Assembly Rules and Procedures.

## 4. DESCRIPTION OF THE INITIATIVE

### a. Please provide a brief summary of the initiative (no more than 75 words)

The Hellenic DPA developed and deployed an **online compliance toolkit** in order to assist the large community of SMEs with regard to GDPR compliance. In this way data controllers and processors were given the opportunity and the means to automatically create information on and records of their processing activities, procedures, data protection policies, terms of use of digital services, consent forms, data subjects' rights forms and other compliance documents, based on a set of context-aware templates of essential documents.

The online toolkit was implemented in the context of the project "[byDesign](#)", which received funding from the European Union's Rights, Equality and Citizenship Programme (REC).

### b. Please provide a full description of the initiative (no more than 350 words)

The online compliance toolkit is a web application, based on state-of-the-art web technologies and software. After a three-month pilot run (April-June 2022), the toolkit was fine-tuned, and from the end of July 2022 it went live.

The toolkit includes a user interface for completing the questionnaire that the interested data controller or processor is asked to, thus entering their contextual information by which the relevant processes and documents are identified; these processes and documents are adapted from the corresponding templates of the toolkit database and are finally provided to the user, in an MS Office Word format. Also, a management interface is included, for improving or expanding the models and possibly modifying their logical adaptation to the needs of the users.

The toolkit database contains numerous FAQs, templates and checklists on transparency, for the provision of information to data subjects, on consent, on data protection rights and data subject request handling procedures, on data destruction procedures, on records of processing activities, security measures, data breach handling, assignment of data processing to contractors/processors, website requirements in terms of transparency, basic security measures and compliance with cookies, direct marketing through electronic means, video surveillance and management of employees records and prospective employees records.

In a nutshell, the toolkit guides, through a few simple steps, an interested user (data controller or processor) to generate essential documents, with regard to data protection compliance.

The toolkit is available on the Hellenic DPA's website (<https://bydesign.dpa.gr/questionnaires/fe630b8d-6dae-4537-b865-e8e924ebf344/en>).

See also here for the press release: <https://www.dpa.gr/en/enimerwtiko/press-releases/full-production-phase-online-toolkit-bydesign-project>.

The toolkit is available in two languages, English and Greek, but it can be adapted to any other language, provided that the contents of its database and the questionnaire are also converted accordingly.

### c. Please explain why you think the initiative deserves to be recognised by an award (no more than 200 words)

- The online compliance toolkit goes beyond existing tools, since it provides substantial and tangible support to data controllers by producing necessary compliance documents, going thus beyond mere information, as was mostly the practice until now.

- The online toolkit aims to effectively assist the large community of SMEs, which have limited resources, in performing the necessary actions for achieving GDPR compliance.
- Overall, the compliance toolkit will have a very positive impact on the compliance efforts of data controllers and processors in Greece and other Member States of EU.
- Key figures: From the beginning of its full production phase in July 2022 until May 2023, 1468 people had accessed the tool questionnaire and 883 zip files of good practice material were generated.

**d. Please include a photograph or image, if you wish** *(This will be published with your entry on the GPA website. The image can be pasted into the box below, be sent as an attachment or a link may be provided)*


The image displays two screenshots of a web-based questionnaire interface. The top screenshot shows the 'Company Sector' section, which includes a progress indicator with the number '1' and a list of radio button options: Health, Education, Tourism - Hospitality, Commerce (physical / electronic), and Other. A 'Next' button is visible at the bottom. The bottom screenshot shows the 'Consent' section, which includes a progress indicator with numbers 1 through 11, where '8' is highlighted. It contains a question: '8.1) Is your Company interested in information on the use of consent as a legal basis for the processing of personal data? \*' with radio button options for YES and NO. Below this is a sub-section '8.1.1) Select the templates for declaration of consent: \*' with a checked checkbox for 'Customer'.

ολογιστής > Στοιχεία λήψης > outlines(12) >

Όνομα	Τύπος	Συμπίεσμένο μέγεθ...	Προστασία...
Data Breach handling	Φάκελος αρχείων		
Data protection rights and data subject request handling procedures	Φάκελος αρχείων		
Destruction of personal data	Φάκελος αρχείων		
Management of employees records and prospective employees records	Φάκελος αρχείων		
Records of processing activities	Φάκελος αρχείων		
Security measures	Φάκελος αρχείων		
Templates for the provision of information from SMEs to data subjects	Φάκελος αρχείων		
Transparency	Φάκελος αρχείων		

ς ο υπολογιστής > Στοιχεία λήψης > outlines(13) > Templates for the provision of information from SMEs to data subjects

Όνομα	Τύπος	Συμπίεσμένο μέγεθ...	Προστασία...	Μέγεθος	Λόγος	Ημερομηνία τροποποίησ...
TABLE for the matching of PROCES...	Εγγραφο του Microsoft ...	16 KB	Όχι	17 KB	9%	1/6/2023 1:31 μμ
TEMPLATE for the provision of inf...	Εγγραφο του Microsoft ...	20 KB	Όχι	22 KB	7%	1/6/2023 1:31 μμ
TEMPLATE for the provision of inf...	Εγγραφο του Microsoft ...	25 KB	Όχι	26 KB	6%	1/6/2023 1:31 μμ
TEMPLATE FIRST-LEVEL informatio...	Εγγραφο του Microsoft ...	82 KB	Όχι	111 KB	27%	1/6/2023 1:31 μμ
TEMPLATE FIRST-LEVEL informatio...	Εγγραφο του Microsoft ...	81 KB	Όχι	110 KB	27%	1/6/2023 1:31 μμ
TEMPLATE FIRST-LEVEL informatio...	Εγγραφο του Microsoft ...	81 KB	Όχι	111 KB	27%	1/6/2023 1:31 μμ
TEMPLATE FIRST-LEVEL informatio...	Εγγραφο του Microsoft ...	84 KB	Όχι	114 KB	27%	1/6/2023 1:31 μμ
TEMPLATE for the provision of info...	Εγγραφο του Microsoft ...	14 KB	Όχι	15 KB	10%	1/6/2023 1:31 μμ
TEMPLATE for the provision of info...	Εγγραφο του Microsoft ...	22 KB	Όχι	23 KB	6%	1/6/2023 1:31 μμ
TEMPLATE for the provision of info...	Εγγραφο του Microsoft ...	24 KB	Όχι	25 KB	6%	1/6/2023 1:31 μμ
TEMPLATE for the provision of SEC...	Εγγραφο του Microsoft ...	15 KB	Όχι	17 KB	8%	1/6/2023 1:31 μμ

byDesign Instruction manual  English

The questionnaire was completed successfully. The output file contains the good practice material for the assistance of SMEs in complying with the requirements of the GDPR. You can download the file manually. [↓](#)

[Start a new questionnaire](#)

You can make a brief assessment of the online Toolkit by clicking [here](#).

**e. Please provide the most relevant link on the authority's website to the initiative, if applicable (The website content does not need to be in English)**

<https://www.dpa.gr/en/enimerwtiko/press-releases/full-production-phase-online-toolkit-bydesign-project>

**f. Please provide any other relevant links that help explain the initiative or its impact or success (e.g. links to news reports or articles):**

<https://bydesign-project.eu/wp-content/uploads/2023/06/D2.2.pdf> (Sample Good Practice Material Report)

<https://bydesign-project.eu/wp-content/uploads/2023/06/D2.3.pdf> (Online self-assistance compliance tool)

<https://bydesign-project.eu/wp-content/uploads/2023/06/D2.4.pdf> (Final SME compliance toolkit report)