



Fidelo Management Software

Security and Data Protection Review Checklist

Version: 1.1, 23.10.2025

Purpose:

To provide a structured internal checklist for annual or event-based security and data protection reviews in accordance with GDPR Article 32 and ISO 27001 principles.

This checklist is an integral part of Fidelo Software GmbH's Technical and Organisational Measures (TOM) documentation and serves as the formal annual verification tool for GDPR Article 32 compliance.

Section 1: Review Information

Field	Entry
Reviewer Name	_____
Position	_____
Date of Review	_____
Type of Review (Annual / Change-based)	_____
Management Sign-off	_____

Section 2: Review Scope

Audit Area	Result	Notes / Evidence
Access control and authentication mechanisms reviewed	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Encryption standards and key management verified	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Backup and recovery processes tested	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Physical and environmental security controls assessed	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Incident response and breach notification procedures validated	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Staff training and GDPR awareness confirmed	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Software patching, updates, and vulnerability management checked	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Supplier and data processor compliance reviewed	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Logging, monitoring, and intrusion detection evaluated	☐ Passed ☐ Partially ☐ Failed ☐ N/A	
Data deletion and anonymization procedures confirmed	☐ Passed ☐ Partially ☐ Failed ☐ N/A	

Section 3: Findings Summary

Describe key observations, deficiencies, and recommended corrective actions.

Section 4: Corrective Actions

Action Item	Status	Responsible	Due Date	Follow-Up Verified
Immediate fixes implemented	☐ Done ☐ Pending			
Long-term improvements planned	☐ Done ☐ Pending			
Follow-up date for verification	Date: -----			
Responsible person assigned				

Section 5: Management Sign-Off

Management Representative: _____

Date: _____

Signature: _____