Annex 1: Briefing Paper on Key Findings from AWARE project repository

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"An online repository of resources to support SMEs with their data protection obligations"

What is the repository?

The AWARE project, funded by the European Commission, has developed a repository and a supporting guidance document to provide a central location for multiple European resources on GDPR. The repository contains links to 100 resources providing specific GDPR information for Small and Medium Enterprises, private healthcare and beauty organisations. The resources range from short text overviews and videos of GDPR to in-depth information, checklists and applications to support compliance with GDPR. Resources have been compiled across European member states, covering many different European Union language.

Who is the repository aimed at?

If you are a small business owner, private healthcare provider or beauty business operator, the AWARE repository is a vital tool to access relevant and direct information about GDPR obligations. The repository and the supporting guidance document will also be of interest to Data Protection Authorities, Chambers of Commerce, and SME associations who provide support to SMEs and promote awareness of the GDPR.

What are some highlights from the repository?

The AWARE project has identified the following resources as good starting points to increasing awareness of GDPR.

The *EDPB data protection guide for small business* provides practical, accessible, and trustworthy online modules covering data protection basics, including legal basis, data subject rights, security measures, record-keeping, data breaches, and does not require prior knowledge of the GDPR. The guide includes videos, checklists, self-assessment questionnaires and practical resources that help businesses implement GDPR principles without outside legal help.

The *OLIVIA – Virtual assistant for GDPR compliance* is a free, SME-focused, series of 15 courses, each consisting of theoretical and practical modules covering the obligations of data controllers and processors, educational materials and videos, tests and templates for documents to demonstrate GDPR compliance. Certification is available for completion of the courses.

The *SMEDATA II Project* has developed multiple resources to promote awareness and increase confidence in compliance with GDPR. There is a mobile application which simplifies legal

terminology, a self-assessment tool to monitor workflows with GDPR compliance, an educational awareness tool with structured modules on topics including data protection by design and caselaw relating to GDPR.

The "*Data Accountability from A to Zen*" is a free, online GDPR-compliance platform designed to help startups and SMEs to understand and implement GDPR requirements with training based on real examples and in a journey-style story format.

"*GDPR Guidance for SMEs*" offers SMEs a clear, practical roadmap to understand and comply with the GDPR. The guide begins with concise explanations of key GDPR terminology, essential for SMEs and DPOs to grasp core concepts quickly. It contains a comprehensive checklist tool that will take organisations through more detailed questions in the areas of personal data, data subject rights, accuracy and retention, transparency requirements, other data controller obligations, data security, data breaches and international data transfers.

The *IDPC Online Self-Assessment Compliance Tool* guides users through an 11-step evaluation covering core GDPR topics. The questionnaire is composed of multiple questions out of which all of them are mandatory to prompt users to proceed with the evaluation and produce a result. A document library offers downloadable documentation, sample policies, and templates (e.g., privacy notices, record-keeping) that organisations can adapt for internal use.

The *CNIL's record of processing activities* is a comprehensive tool that helps organisations to be compliant with the recording obligations prescribed by article 30 of the GDPR. It allows controllers and processors to make an inventory of the data processing and to have an overview of what they are doing with the concerned personal data.

The *STAR II Project* developed a detailed handbook, *"The GDPR made simple(r) for SMEs,"* which explains some of the main features of the GDPR in a simple language. Different chapters of the handbook summarize the main requirements that SMEs must abide by to lawfully process personal data in the EU. It also provides case studies and practical examples to help SMEs meet core GDPR requirements. Within the framework of the project, a hotline was operating between 15 March 2019 and 15 March 2020 to provide general information to SMEs regarding the rules of the GDPR.

What can the repository tell us about GDPR resources for SMEs in Europe?
In addition to compiling the repository, the AWARE project has analysed the content of the resources collected. This supports users to identify the most prominent countries, languages, funding sources, resource type and themes contained within the resources linked through the repository.

- English is the primary language of resources, but there are 36 resources available in more than one language.
- The European Commission is the primary producer of GDPR guidance included in the repository.

- National Data Protection Authorities are the primary funders of resources on GDPR for SMEs.
- Websites and text documents up to 15 pages long are the most frequently occurring format of resource within the repository.

The repository can be found on the NAIH website, https://www.naih.hu/aware/eredmenyek and https://www.naih.hu/aware-project/deliverables.

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