

PLEASE READ THIS FIRST

Thank you for purchasing our EU GDPR & ISO 27001 Integrated Documentation Toolkit!

For an easier start, please read these few instructions:

- 1) The **documents in the Toolkit are sorted in a sequence** that should follow your implementation – in folder 00 you will find the Procedure for Document and Record Control; the next folder contains the EU GDPR Readiness Assessment and the Project Plan for Complying with the EU GDPR and ISO 27001, and so on.
- 2) In the root folder of the Toolkit you'll find the file named **"List of documents"**, which describes some very important things: which documents from the toolkit are related to which EU GDPR article and ISO 27001 clause, and which documents are mandatory according to EU GDPR and ISO 27001.
- 3) Click here to see the [official text of the EU GDPR](#) arranged by chapters, sections, and articles.
- 4) If you **receive an error opening certain files**, this is probably because the file name is too long – please copy the file to your Desktop and it should open normally there.
- 5) Soon, you will **start receiving tips and tricks** on how to fill in the templates via e-mail – if you don't start receiving these emails, please check your Spam folder.
- 6) Please read the **Terms of Use for Documentation** located in this folder.

If you need any support, please contact us using this email address: support@advisera.com

Your support team @ EUGDPRAcademy