The GDPR and You

12 Steps to GDPR Compliance

1. Becoming Aware
   Review and enhance your organisation's risk management processes - identify problem areas now.

2. Becoming Accountable
   Make an inventory of all personal data you hold. Why do you hold it? Do you still need it? Is it safe?

3. Communicating with Staff & Service Users
   Review all your data privacy notices and make sure you keep service users fully informed about how you use their data.

4. Personal Privacy Rights
   Ensure your procedures cover all the rights individuals are entitled to, including deletion and data portability.

5. How will Access Requests change?
   Plan how you will handle requests within the new timescales - requests must be dealt with within one month.

6. What we mean when we talk about a 'Legal Basis'?
   Are you relying on consent, legitimate interests or a legal enactment to collect and process the data? Do you meet the standards of the GDPR?

7. Using Customer Consent as grounds to process data
   Review how you seek, obtain and record consent, and whether you need to make any changes to be GDPR ready.

8. Processing Children's Data
   Do you have adequate systems in place to verify individual ages and gather consent from guardians?

9. Data Protection Impact Assessments (DPIA) and Data Protection by Design and Default
   Data privacy needs to be at the heart of all future projects.

10. Reporting Data Breaches
    Are you ready for mandatory breach reporting? Make sure you have the procedures in place to detect, report and investigate a data breach.

11. Data Protection Officers
    Will you be required to designate a DPO? Make sure that it is someone who has the knowledge, support and authority to do the job effectively.

12. International Organisations and the GDPR
    The GDPR includes a 'one-stop-shop' provision which will assist those data controllers whose companies operate in many member states. Identify where your Main Establishment is located in the EU in order to identify your Lead Supervisory Authority.

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