

Preparing for the GDPR: Quick Checklist

This checklist highlights 12 steps you should take to prepare for the General Data Protection Regulation which will apply from 25th May 2018.

- #1** Are decision makers and key employees in your organisation aware that the law is changing and the impact it is likely to have?
- #2** Have you documented what personal data you hold, where it came from and who you share it with? If not you may need to arrange an information audit.
- #3** What privacy notices do you have in place? Are they concise, transparent, intelligible, easily accessible and written in clear and plain language?
- #4** Do your current data processing procedures cover all the rights all individuals have, including how you would delete personal data or provide data electronically and in a commonly used format?
- #5** Do you have procedures and plans for dealing with subject access requests that will allow you to meet the new one month deadline?
- #6** Have you identified the lawful basis for your processing activity in the GDPR, documented it and updated your privacy notice to explain it?
- #7** Have you reviewed how you seek, record and manage consent and ensured this meets the GDPR standard?
- #8** Do you need to put systems in place to verify individuals' ages and to obtain parental/guardian consent for data processing activity?
- #9** Have you familiarised yourself with Privacy Impact Assessments, and worked out how and when you will need to implement them in your organisation?
- #10** Have you designated a Data Protection Officer to take responsibility for data protection compliance and assessed where this role will sit in your organisation's structure and governance agreements?
- #11** Do you have the right procedures in place to detect, report and investigate a personal data breach?
- #12** Have you determined your lead supervisory authority - if you operate in more than one EU member state (i.e. you carry out cross-border processing)?