

CHECKLIST

# Getting started with GDPR

The General Data Protection Regulation (GDPR) came into force in May 2018 but there are plenty of businesses out there still struggling with how, and where, to start their journey to compliance.

We have taken the 261-page document and turned it into this handy checklist highlighting the 5 most important areas to help you with your first steps.

## STAFF AWARENESS AND TRAINING

- Have you identified how GDPR affects your business?
- Are higher management aware of the scope of GDPR as it applies to your business?
- Has your data protection fee been paid to the ICO?
- Have you assessed whether you require a Data Protection Officer?
  - If you do, has one been appointed?
- Have your staff been trained about the GDPR?
  - Have you trained them in recognising and fulfilling Subject Access Requests?
  - Have you trained them to recognise and fulfil all other requests regarding citizens rights?
  - Have you trained them to identify and report a data breach?

## REVIEW ALL OF YOUR POLICIES AND PROCEDURES

- Has your privacy policy been updated in line with GDPR guidelines?
- Do you have a dedicated data breach procedure?
- Have all data handling policies been reviewed and updated as needed?
- Are all staff fully compliant with company procedures?
- Have you identified and outlined how long you intend to store data for?

## REVIEW ALL THE PERSONAL DATA YOU HOLD

- Have you completed a data flow map?
- Have you identified a lawful basis for holding each type of personal data you use?
- Have you assessed whether a Data Protection Impact Assessment (DPIA) is needed now or for new projects/tasks?
- Have you begun your Record of Processing Activity?
- Have you reviewed how and where your data is stored?
- Are you aware of who has access to the data you store?

## REVIEW ALL OF YOUR MARKETING ACTIVITY

- Have you identified a lawful basis for contacting individuals?
- Have you reviewed your marketing communications to ensure they are GDPR compliant?
  - Email?
  - Text?
  - Social Media?
  - Other
- Can any data you hold be cleansed or deleted for data minimisation?



## PLAN YOUR COMPLIANCE JOURNEY

- Have any gaps in compliance been identified and addressed?
- Has a GDPR task force been assigned?
- Have areas of significant risk been identified and addressed?
- Have you considered whether encryption is an option for your business?
  - If so, has this been implemented?
- Have you been through and health checked all outstanding business relationships?
- Has a data breach log been created and distributed?
- Have you considered outsourcing your GDPR requirements?

It is your responsibility to comply with the General Data Protection Regulations and completing this checklist is simply an aide along that journey and does not indicate your compliance.

## How can we help?

If this checklist has identified areas in your GDPR compliance that need further attention, we provide the following services:



### iCaaS

Our bespoke compliance tool provides you with a secure online portal that contains a library of GDPR compliant documentation available to you 24/7. It includes a readiness assessment and a traffic light system to show you areas that need attention.



### Virtual Data Protection Officer

Certain companies have a legal obligation under the GDPR to appoint a Data Protection Officer and other companies who process sensitive or large amounts of data may want to appoint one voluntarily. We provide a service that means you can outsource your compliance to us while putting us as the main point of contact for third parties, including the Information Commissioner's Office.



### Support

Our UK based team of certified experts are on hand to answer any GDPR related questions you may have. Our experts also keep up to date with any changes in legislation to ensure our library of documents are all current and correct to help our customers maintain their compliance.



### Training

Every business has different training requirements, may it be level, location or numbers. That's why we create bespoke training solutions which ensure that the business's requirements are met. Classroom, one-to-one and online courses are available and all of our training is delivered by approved providers of the CPD Certification Service. All of our online courses and a selection of classroom course are formally certified by the CPD Certification service.