

12 GDPR steps to take today

Awareness

Ensure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

Information you hold

Document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

Communicating privacy information

Review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

Individual's rights

Check your procedures to ensure they cover all the rights individuals have, including how you delete personal data or provide data electronically and in a commonly used format.

Subject access requests

Update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

Lawful basis for processing personal data

Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

Consent

Review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents if they don't meet the GDPR standard.

Children

You may need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for data processing.

Data breaches

Make sure you have the right procedures in place to detect, report and investigate a personal data breach.

Data protection by design and data protection impact assessments

Familiarise yourself with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

Data Protection Officers

Designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure. Consider whether you are required to formally designate a Data Protection Officer.

International

If your organisation operates in more than one EU member state, determine your lead data protection supervisory authority.