

# 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.



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### Becoming Accountable

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



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### How will Access Requests change?

Plan how you will handle requests within the new timescales - requests must be dealt with within one month.



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### Personal Privacy Rights

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



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### 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.



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### 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?



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### 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.



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### Processing Children's Data

Do you have adequate systems in place to verify individual ages and gather consent from guardians?



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### Data Protection Impact Assessments (DPIA) and Data Protection by Design and Default

Data privacy needs to be at the heart of all future projects.



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### 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.



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### 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.



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### 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.