

# GDPR CHECKLIST

9 steps to help you prepare for the General Data Protection Regulation (GDPR)

1

## Awareness

Make sure that everyone in your organisation is aware of the changing laws surrounding GDPR. Key decision makers need to fully understand the changes and the impact it could have on your business.

2

## Existing Data

Conduct a review into the current data you already hold, where you got it from and if it was shared with anyone. Make sure the details are secure but can be accessed/deleted when required.

3

## Privacy Policy

Review your current privacy policy and put a plan in place for making any necessary changes in time for the GDPR deadline. You will need to inform your customer's of the update.

4

## Individuals' Rights

Check your procedures to ensure they cover all the rights individuals have under GDPR, including permanently deleting personal data or provide copies of data held when requested.

5

## Consent

Review how you ask for, record and manage consent for personal data. While not strictly necessary, it would also be a good idea to refresh existing consent if they didn't meet the GDPR standard.

6

## Children

Only children aged 13 or over are able to provide their own consent. You should consider adding a date of birth or parental/guardian consent check to your consent process.

7

## Data Breaches

Ensure you have a procedure in place to report data breaches to your supervisory authority within 72 hours of discovery and provide them with as much detail as possible.

8

## International

If your organisation operates in more than one EU member state (e.g. you carry out cross-border processing), you should determine your lead data protection supervisory authority.

9

## Appoint An Officer

Though not mandatory for most organisations, it would be a good idea to appoint a Data Protection Officer to take responsibility for GDPR compliance across the business.

