

# GDPR ACTION PLAN

Complying with the new General Data Protection Regulation (GDPR) legislation requires good planning. We recommend using this step -by-step guide to help.



1

Inform all key staff and board members of the new legislation



2

Assess the work required for your business



3

Conduct a full information audit



4

You may wish to appoint a data protection officer this is normally a part time position



5

Assess the legal requirements of how you hold and process data



6

Work out how you will respond to access requests within your legal obligations



7

Assess your organisations data processing, handling, and storage procedures



8

Examine your privacy notices and protection policies and ensure they comply with GDPR



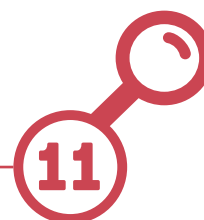
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Do not forget to review your supplier's contracts and that they also conform to GDPR



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GDPR launch 25th May 2018



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Remember procedures need to be constantly reviewed