

## 10 step guide to achieving GDPR compliance

Follow our simple step by step guide which takes you through the actions needed to make your company GDPR (General Data Protection Regulation) compliant.

Step	Action
1	If you haven't already, appoint a <b>Data Protection Officer</b> (DPO). If you've over 250 employees this is a legal requirement under GDPR.
2	Undertake a <b>risk assessment review</b> of your data process handling.
3	Establish a <b>data register</b> to meet GDPR record-keeping requirements.
4	Tackle the <b>consents</b> headache. If you don't have proof of consent for the data you store, develop an action plan to get it. Consider a value exchange - for example providing insights to your consumers in return for them giving you their personal data.
5	<b>Review your systems</b> to ensure they deal with consumers' data rights. E.g. Can your system record an audit trail that verifies consent has been given?
6	Update your <b>privacy policy</b> to reflect the new rules. Specifically you must now include: <ul style="list-style-type: none"><li>• what you will use the data for?</li><li>• what you will send data subjects?</li><li>• any transfer of data to named third parties</li></ul> Think carefully about this and write your policy for the most extreme scenario. Beware, you would have to regain consent from everyone if you decide to change how you will use the data.
7	Develop a <b>data breach response programme</b> built around quick notification, enquiry and response. Data subjects will have the 'right to erasure' meaning, upon request, you must erase all of their data from your systems. Data access requests (SARs) will be free of charge.
8	Provide <b>data protection training</b> to everyone in your company. Although not legally mandatory, your staff should know what data they can process, how to obtain consent and how to recognise a SAR.
9	If your business processes data in more than one EU member state you should determine which data protection supervisory authority you come under.
10	Instigate <b>regular auditing</b> against defined targets such a completion of training, handling of data breaches and continual monitoring of the compliance programme.



We act for a diverse range of domestic and international clients, from start-ups to multinationals, and everything from tech companies leveraging big data in their service offerings through to charities navigating a response to a subject access request for the first time.

Contact me for more information



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