

GDPR Checklist

1 Review the GDPR for all the new requirements (a great place to start).

Some are completely new to UK law, like the Data Protection Officer, a position that already exists in Germany.

2 Inform your senior leadership of the changes, and get them on board.

You will need their help and support to drive through the changes!

3 Map the personal data your organisation is processing – both for internal and external stakeholders.

It's essential the you review and detail all the personal data you process as an organization; both internal functions (like HR for example) and processing carried out on behalf of external parties.

4 Use the results of the data mapping exercise to determine which of your data processing activities must comply with the GDPR.

Most importantly, review the grounds under which personal data is being processed.

5 Update your data governance policies and procedures to reflect the changes in the law, then design and implement new compliance systems.

It's crucial to begin work on this as soon as possible, because depending on the nature of your organizations processing activities, this may be a significant project.

6 Be super-compliant and not get fined.

This one is self-explanatory.