



# Preparing for the General Data Protection Regulation (GDPR)

# PREPARE FOR THE GENERAL DATA PROTECTION REGULATION (GDPR)

Coming into effect in May 2018, the GDPR will change how organisations are able to collect, use and transfer personal data. We've compiled a few key points to be aware of to help you prepare for the new, increased regulation.

## AWARENESS

Ensure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to be understand the implication deadlines and appreciate the impact this is likely to have.

## INFORMATION YOU HOLD

You will need to document what personal data you hold, where the information came from and with whom it is shared. An information audit may be organised to get everything up to date.

## INDIVIDUALS' RIGHTS

You should check your procedures to ensure they cover all of an individuals rights, including steps you would take to delete personal data or providing data electronically and in a commonly used format.

## COMMUNICATING PRIVACY INFORMATION

Review your current privacy notices to make sure they are up to date and put a plan in place for making any changes needed in time for GDPR implementation on May 25th 2018.

## LAWFUL BASIS FOR PROCESSING PERSONAL DATA

Identify the lawful basis for your processing activity in the GDPR, document this and be sure to update your privacy notice explaining it.

## SUBJECT ACCESS REQUESTS

Plan how you will handle requests within the new timescales and update your procedures providing any additional information.

## DATA BREACHES

You should make sure you have the correct procedures in place to detect, report and subsequently investigate any personal data breaches that may occur.

## CHILDREN

Start to consider whether you will need to put systems in place to verify the ages of individuals and to therefore ensure parental or guardian consent is obtained prior to any data processing activity.

## DATA PROTECTION BY DESIGN AND DATA IMPACT ASSESSMENTS

Familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party. Work out how and when to implement these within your organisation.

## DATA PROTECTION OFFICERS

Consider whether you are required to formally designate a Data Protection Officer. You should assign someone with the responsibility for data protection compliance and assess where this role will sit within your organisation's structure.

## INTERNATIONAL

If your organisation operates in more than one EU member state (For example, if you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.