

GDPR - Are you ready?

GDPR (General Data Protection Regulation) comes into force on 25 May 2018 and it is highly likely that the changes it brings will have an impact on your organisation. The following outlines some of the main areas that you may need to think about to get GDPR ready.



Get in the know

Make sure the decision makers in your organisation understand GDPR, how it may impact your business and what their role and responsibilities are.



Dedicate a resource

Have someone dedicated to data protection compliance within your organisation. Depending on your organisation you may need to formally appoint a Data Protection Officer.



Document it

Document any personal data your organisation collects, how it is used and where it is stored. Ensure that all data handling processes are set out in written policy and procedure documents. Have a process to review and update these regularly.



Safe & Secure

Make sure the system your organisation has for storing personal data is effective. Have the right policies and procedures in place to ensure personal data is handled and stored correctly and that you have a clear plan of what to do in case of a data breach.



Legal Basis

Under GDPR you should identify the legal grounds or 'lawful basis' for processing personal data within your organisation. Ensure that this is explained and documented and all policies and procedures are updated.



Don't need it? Delete it!

Make sure you have a procedure or policy in place for how to safely and securely delete any personal data you no longer need or use.



Consent

Review the process for obtaining consent to collect personal data and update any processes that do not meet GDPR standards. Parental or guardian consent will be needed if your organisation collects children's data.



Subject Access Request

Have a policy or procedure in place to make sure you are ready if someone requests access to the personal data you hold about them.



Going global?

If your organisation works across borders, you will need to identify the lead data protection supervisory authority.



Review, Review, Review

Regularly review and update all processes and policies relating to data handling within your organisation and make sure they meet GDPR standards.

If you'd like to discuss any of the points mentioned here in more detail please contact us on:

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