

Quick Reference GDPR Checklist

Organisation

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| 1 | I take a front seat and ensure that my board fully supports and understands GDPR. | <input type="checkbox"/> |
| 2 | We have a Data Protection Officer or a dedicated go-to resource to manage our obligations under GDPR | <input type="checkbox"/> |
| 3 | We know which departments will be impacted across the business | <input type="checkbox"/> |
| 4 | We have assessed and updated our privacy policies | <input type="checkbox"/> |
| 5 | We have allocated a budget for GDPR compliance management | <input type="checkbox"/> |
| 6 | We have allocated internal resource to help manage compliance | <input type="checkbox"/> |
| 7 | We have identified our third-party suppliers and understand their policies. | <input type="checkbox"/> |

Risks

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| 8 | We understand our level of corporate risk | <input type="checkbox"/> |
| 9 | We understand that fines up to £17m or 4% of annual turnover aren't the only risk. | <input type="checkbox"/> |
| 10 | Our dedicated DPO manages our evolving risk profile covering all 5 principals | <input type="checkbox"/> |

Processes

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| 11 | We have mapped the inbound and outbound data for our organisation | <input type="checkbox"/> |
| 12 | We can identify the source of all data | <input type="checkbox"/> |
| 13 | We know what kind of personal data we are holding including sensitive data | <input type="checkbox"/> |
| 14 | We are open and transparent about how we use and share the personal data we hold | <input type="checkbox"/> |
| 15 | We can demonstrate that we have obtained consent to use this data | <input type="checkbox"/> |
| 16 | We have process in place to delete data that is no longer required, when our intended use of the data changes or when the data subject requests deletion | <input type="checkbox"/> |
| 17 | We have created systems to manage a data breach | <input type="checkbox"/> |
| 18 | All data is encrypted and stored securely | <input type="checkbox"/> |
| 19 | We can fulfill Subject Access Requests | <input type="checkbox"/> |

Technology

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|----|---|--------------------------|
| 20 | We can easily track and manage all our data processes across the organisation | <input type="checkbox"/> |
| 21 | We can be fully accountable in one click should the ICO come knocking | <input type="checkbox"/> |
| 22 | We can demonstrate that our systems have "privacy by design" built in | <input type="checkbox"/> |

Training

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|----|---|--------------------------|
| 23 | We provide training to staff on data privacy and data protection, and can provide evidence that it was carried out and understood | <input type="checkbox"/> |
| 24 | We provide training to staff on cyber security and cyber awareness, and can provide evidence that it was carried out and understood | <input type="checkbox"/> |

**This checklist should help you understand the broad range of tasks required
to begin the GDPR journey of becoming compliant**

