# The Journey to GDPR Compliance

## Get fighting fit for GDPR

With May 2018 looming, the deadline to become compliant with the forthcoming GDPR is coming ever closer.

The regulations will affect every business that deals with the personal data of EU citizens and will call for new processes, and tighter protection of that information.

While legal and IT teams around Europe are working hard to put the right policies in place at their respective organisations, it is up to individuals to ensure that these new policies are put into practice in their everyday working lives. This will require a fundamental change in the way employees think about, and treat, data within their organisations.

These steps should help everyone start their journey to becoming fit for GDPR.



are most relevant to your business.

## **LEGAL**

Legal teams may be able to help other areas of the business familiarize themselves with the areas of GDPR they already comply with under current data laws, and what still needs to be done.



## **KNOW YOUR RIGHTS**

The GDPR provides EU citizens with enhanced data rights and you must protect these. Much of the groundwork may already be done if you are following existing data laws.

#### IT

IT will be key to developing systems that allow people to access the information your business stores about them. I these systems can be automated or made available online, your business could save vital time and money.



# THE PEOPLE

Put processes in place so that you can tell people what personal information you hold about them.



**MARKETING** 

Marketing must consider all processes for data capture and how you communicate to data subjects to gain their consent. It's important that if your company captures the personal data of children, that this is done in language they understand and with the consent of a parent/quardian.



# The GDPR brings special

protection for children's

personal data. Put systems in place to verify ages and use language children understand to gain data consent.



#### Use a secure IT system that will detect, report on, and

investigate any breaches of personal data.

**THINK GLOBAL** Map where your organisation operates

and determine which data

protection supervisory

authority you come under.



## **GET PERSONAL**

Assess the personal data you come into contact with in your role.

#### **MARKETING AND SALES**

Marketing and sales may have access to the most personal data in the business from data capture methods. How this data is treated must be properly assessed.

## HR AND ACCOUNTS

HR is responsible for storing, processing and deleting the personal information of employees past, present and future. This can include highly sensitive information such as medical records and salaries which must be protected by HR - and also accounting.



# **PRIVACY NOTICES**

Under the GDPR you may have to tell people more about what you do with their data.



### **LEGAL BASIS** Make sure you can explain the

legal basis for processing personal information.



# Review how you currently

seek consent for processing data under current data laws and update your process for the GDPR.

#### All areas of a business that touch personal data, at any

IT + MARKETING

stage of its lifecycle, must have mechanisms built in to ensure that data is kept secure, there is consent to use it, and it is only for its intended purpose. IT must build these systems and everyone must use them.



#### Adopt a privacy-by design approach – every process

that deals with data should be built to protect it.



# **YOUR DPO**

The Data Protection Officer will be responsible for your organisation's data compliance. Meet with them regularly to discuss your progress.

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**AND BEYOND**