

# 12 Steps to Take to Prepare for the GDPR

## Step 1: Awareness

Make sure that decision makers and key people in your organisation are aware that the law is changing. They need to appreciate the GDPR's impact.



## Step 2: Information You Hold

Document what personal data you hold, where it came from and with whom you share it. You may need to organise an internal audit.



## Step 3: Communicating Privacy Information

Review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.



## Step 4: Individuals' Rights

Check your procedures to ensure they cover individuals' rights, including how you would delete personal data or provide data electronically in a commonly used format.



## Step 5: Subject Access Requests

Update your procedures and plan how you will handle requests within the new timescales and provide any additional information.



## Step 6: Lawful Basis for Processing Personal Data

Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.



## Step 7: Consent

Review how you seek, record and manage consent, and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.



## Step 8: Children

Think about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.



## Step 9: Data Breaches

Make sure you have the right procedures in place to detect, report and investigate a personal data breach.



## Step 10: Data Protection by Design and Impact Assessments

Familiarise yourself with the ICO's code of practice on privacy impact assessments along with Article 29 Working Party, then implement them.



## Step 11: Data Protection Officers

Designate someone to take responsibility for data protection compliance or consider whether you are required to formally designate a data protection officer.



## Step 12: International

If your organisation operates in several EU member states, including cross-border processing, you should determine your lead data protection supervisory authority.

