



WHERE THE **GDPR** YOU?

It is now over a year since the introduction of the GDPR. Data protection compliance will help you reduce the risk of a data breach and/or mitigate the reputational and regulatory consequences should a breach occur. The Information Commissioner's Office (ICO) has stated that it is focussing on accountability. This requires businesses to conduct regular reviews of their compliance processes and procedures.

GDPR CHECKLIST

To help you gauge your compliance we have created this simple checklist of areas you need to confirm within your business.

- HEIGHTENED MANAGEMENT AND STAFF AWARENESS OF DATA PROTECTION AND THE GDPR WITHIN YOUR ORGANISATION.**
- COMPLETED A DATA AUDIT AND RISK ASSESSMENT, TO INCLUDE:**
 - Data mapping** – identifying the data you hold in various parts of your business;
 - Consents and privacy policies** – ensuring these are adequate and up to date;
 - HR and internal policies and procedures** – ensuring these cover the new requirements;
 - Contracts with suppliers with whom you share data** – ensuring these have been updated;
 - Physical data and cyber security** – review regularly including penetration testing;
 - Accountability procedures** – including appointment of a Data Protection Officer or Manager;
 - Data privacy impact assessment** – undertake to identify and minimise any data risks;
 - Data breach response plan** – document what your business will do in the event of a breach;
 - Data Subject Access Request response procedure** – ensure this is in place and/or updated.
- ANALYSED AUDIT AND ASSESSMENT DATA TO IDENTIFY GAPS IN COMPLIANCE.**
- IMPLEMENTED ALL GDPR PROCESSES AND PROCEDURES.**
- ENSURED ALL STAFF ARE AWARE OF THE GDPR REQUIREMENTS AND IMPLEMENTED ONGOING STAFF TRAINING ON DATA PRIVACY, SECURITY AND BREACH REPORTING.**

Whatever your current status, we can help you towards improved compliance. We are also here to help immediately if you are notified of a data breach, Data Subject Access Request, or made the subject of an ICO investigation.

FOR FURTHER INFORMATION PLEASE CONTACT OUR DATA PROTECTION TEAM
COMPLY@COLLYERBRISTOW.COM OR +44 20 7242 7363