

GDPR Action Plan

- 1 Awareness and Training**
Tell employees and other key people that the law is changing and implement needs based training to everyone.
- 2 People's Rights**
Plan how you will manage and respond to individuals exercising their rights, ensuring you have the appropriate knowledge and resources in place to do this.
- 3 Data Breaches**
Create procedures for detecting, reporting and investigating breaches and notifying the ICO and individuals.
- 4 Information Audit**
Identify and record the categories of personal data you hold; where; who you share it with; how long you keep it for and what your lawful basis is.
- 5 Data Protection Officers (DPO)**
Appoint a DPO (a consultant or an employee) if you are a public authority or process 'special categories' of personal data on a large scale.

- 6 Accountability**
Ensure senior management understand the impact of the GDPR and obtain their support and direction for compliance.
- 7 Consent**
Review how you seek, record and manage consent. Ensure your systems can provide audit trails showing when and how consent was obtained and any limitations.
- 8 Privacy Notices**
Update your privacy notices to include the new data, ensuring they are written in a clear and transparent way and can be understood, especially by children.
- 9 Policies and Procedures**
Monitor compliance with your data protection policies and procedures and regularly review the effectiveness of your data handling activities and security controls.
- 10 Data Protection by Design**
Create a process outlining when you must carry out Data Protection Impact Assessments and build these into your risk and project management procedures.

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