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SMALL STEPS TO IMPLEMENTING GDPR

1

RESEARCH

Nominate someone within your team who has the capacity to lead on GDPR and research

2

UNDERSTAND

How will GDPR affect your organisation?

3

LOOK WHAT OTHERS ARE DOING

What are industry leaders and competitors doing?

4

AUDIT

Audit all your systems to establish how data is processed. Identify the reasons and ways you hold data

5

PUT IT IN WRITING

An internal report helps to identify gaps and shows you are taking GDPR seriously

6

MAKE DECISIONS

Once gaps are identified make decisions with regards to current systems and procedures

7

PLAN

Put a plan in place how personal data will be managed in future, including data breaches and access requests

8

EDUCATE

Provide training and GDPR resources for all staff

9

GET CONSENT (IF NEEDED)

If your processing of personal data relies on consent, put actions in place to obtain consent

10

DON'T PANIC

The ICO are unlikely to issue heavy fines straight after the implementation date