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 individual employees to make sure that the 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.

1. **BUST THE JARGON**
   Learn what areas of GDPR are most relevant to your business.

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

3. **MARKETING AND SALES**
   Marketing and sales may have access to the personal data of customers and will need to ensure that data is treated in accordance with GDPR.

4. **HR AND ACCOUNTS**
   HR and accounts need to store and manage personal data of employees past, present and future.

5. **MARKETING**
   Marketing must consider all processes that involve personal data, and how you communicate to data subjects to gain their consent.

6. **THINK ABOUT THE CHILDREN**
   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.

7. **CONSIDER CONSENT**
   Review how you currently seek consent for processing data under current data laws and update your process for the GDPR.

8. **THINK GLOBAL**
   Map where your organisation operates and what data you collect from customers and employees.

9. **BUILD A DATA FORTRESS**
   Adopt a privacy-by-design approach – every process that deals with data should be built to protect it.

10. **PLUG THE GAPS**
    Use a secure IT system that allows you to detect, report on, and investigate any breaches of personal data.

11. **GET TO KNOW YOUR DPO**
    The Data Protection Officer will help you get your organisation in data compliance, and ensure that they regularly check to detect any progress.

12. **GET PERSONAL**
    Asses the personal data you come into contact with in your role.

13. **REVIEW YOUR PRIVACY NOTICES**
    Under the GDPR you may have to tell people more about what you do with their data.

14. **LEARN YOUR LEGAL BASIS**
    Make sure you can explain the legal basis for processing personal information.

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