12-Point Checklist to Help Prepare Your Organization for GDPR

1. Raise Awareness

Ensure all members of your organization are aware of the new laws under GDPR and understand the impact.

2. Conduct Information Audit

Organize an information audit to document what personal data is held within your systems and files, where it is coming from and who you share it with.

3. Communicate Privacy Policy

Review your current privacy policy for any gaps and ensure it is easily accessible on all web properties.

4. Outline Individual's Rights

Check your procedures to ensure they protect all individual rights, including deleting data when requested.

5. Plan for Subject Access Requests

Complete an action plan for handling requests within the new timescales (30 days).

6. Conduct Data Processing Audit

Document a processing data audit, outlining the different data processing types your organization performs and the legal basis for why they perform them.

7. Review Consent Procedures

Review how you are seeing, obtaining and recording content and if changes are needed.

8. Safeguard Children's Data

Consider whether you need a process to verify individuals' ages and to obtain parental consent for children 16 years or younger.

9. Establish Data Breach Procedures

Ensure you have proper procedures in place to detect, report and investigate a data breach.

10. Adopt a Privacy by Design Approach

Familiarize yourself with how and when to implement Privacy Impact Assessments.

11. Designate a Data Protection Officer

Determine who in the organization will take responsibility for data protection compliance.

12. Determine International Authority

If your organization operates internationally, determine which data protection authority you come under.