Shepherd and Wedderburn’s data protection lawyers are available to assist your organisation in getting from red to green by 25 May 2018

**Audit Communications**
Identify current consent requests and privacy notices. Client and associated entities (group companies, pension scheme etc.)

**Prioritise**
Prioritise areas to address by gap analysis (e.g. security, marketing, outsourcing, sharing, employee data and any sensitive personal data) and agree any further exclusions from project scope.

**Identify Contracts**
Identify all third party contracts in place where data is shared or processed. Data mapping – how much is outsourced?

**Data Discovery**
Map flow of data (data solutions architect)

**Overseas transfers**
Identify what personal data is transferred, where and why.

**May 2017 to July 2017 Assessment**

**Identify Security**
Identify security arrangements for personal data held on client systems, on client premises and on third party systems and premises.

**Analyse Current Legitimate Interest Basis for Processing**
Identify where legitimate interest is being applied as the legal basis for processing and identify an alternative basis for processing*.

**Third Party Contracts**
Draft suitable provisions for future use; re-open or park contracts.

**August 2017 to September 2017 Analysis**

**Breach Reporting**
Consider current capabilities and policies.

**Basis for Processing**
Identify alternatives to consent as the legal basis for processing (e.g. legitimate interest) and likely impact on direct marketing.

**Ability to comply with data subjects’ rights**
Review current systems and mechanisms for complying with data subjects’ rights. Consider changes required for new data subjects’ rights.

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*Note: Public authorities will be unable to rely on legitimate interests as a basis for processing and will need to rely on alternative provisions in Article 6 of GDPR.*
General Data Protection Regulation
Countdown to May 2018

**Contracts**
Incorporate mandatory terms into contracts where required.

**Data Breach Policy**
Draft compliant data breach policy and identify data breach team.

**Historical Records**
Make decision on whether to retain or delete old records and communications. Where retained, decide on access policies.

**October 2017 to December 2017 Preparation**

**Insurance**
Obtain quotes to update insurance policies.

**Data Subject Communications**
Draft new privacy notices and consents. Draft any necessary communications templates.

**Staffing**
Recruit Data Protection officer if necessary. Staff training.

**Impact Assessments and DP Health Checks**
Ensure Impact Assessments are up to date. Develop process to integrate compliance into all communications and activities.

**January 2018 and beyond Implementation**

**Data Processors**
Agree appropriate comfort letters / re-negotiated contracts.

**RetentionPolicy**
Develop retention policy across all areas.

**Issue Communications**
Advise data subjects of processing and legal basis in detail.

**Registers and Records**
Create Registers for Consents and Processing Activity (if not already done) and begin to populate with required information.