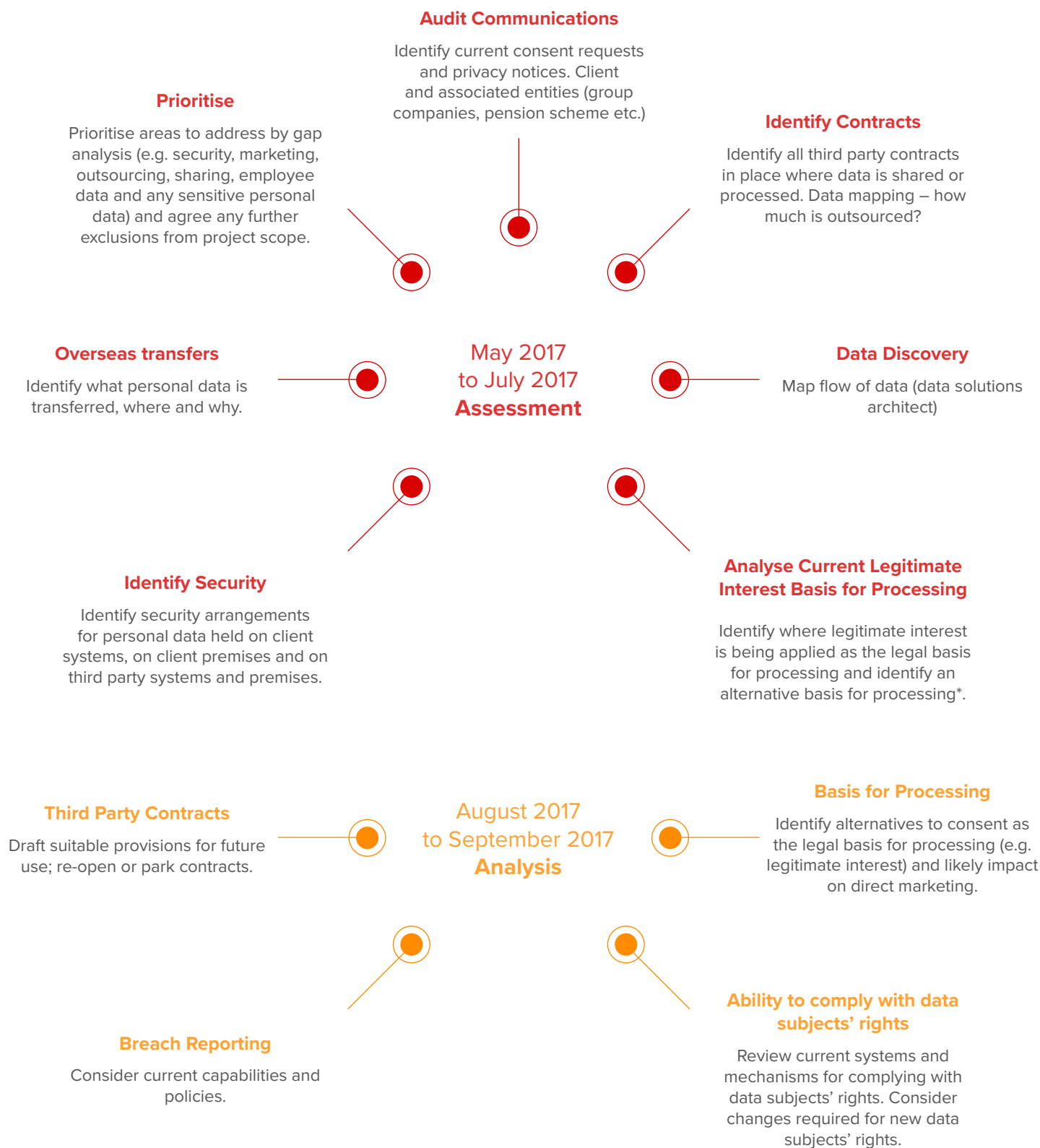




Shepherd and Wedderburn's data protection lawyers are available to assist your organisation in getting from **red** to **green** by 25 May 2018



*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.



Registers and Records

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

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.

Contracts

Incorporate mandatory terms into contracts where required.

Breach Reporting

Finalise compliant policy and roll out with 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.

Issue Communications

Advise data subjects of processing and legal basis in detail.

Retention Policy

Develop retention policy across all areas.