

We have supported dozens of organisations with their data protection controls. The questions below highlight some common concerns. How does your organisation compare?

| YES | NO | PART 1: OUR DATA PROTECTION STRUCTURES AND PROCEDURES |
|---|----|--|
| | | Our data protection leader is not conflicted with their other roles. |
| | | We have mapped all of our personal data; we know precisely what we have, the legal basis for processing it and where & how long it is kept. |
| | | We have a clear data protection policy that all of our staff have access to and understand. |
| | | We have reviewed all of our plans, policies and procedures to identify and resolve any gaps versus data protection regulation. |
| | | We have procedure in place for data protection by design and default, including the procedure for a data privacy impact assessment. |
| PART 2: OUR DATA PROTECTION CONTROLS AND MANAGEMENT | | |
| | | All of our staff understand how to spot a potential Data Subject Access Request, what to do next and the timescales involved. |
| | | We have a process to notify the ICO and the data subject of a breach within 72 hours of awareness, even if we do not have all the details yet. |
| | | We have evidence of our monitoring of the work of our service providers to ensure that they are safeguarding the personal data with share with them. |
| | | We provide appropriate data protection information to all of our clients and prospective clients; including those booking initial appointments. |
| | | All of our staff have received data protection training appropriate to their role, within the last 6 months. |

| Count your 'Yes's | SNAPSHOT EVALUATION |
|-------------------|--|
| 0 - 4 | At significant risk: Insufficient awareness or inadequate processes in place. |
| 5 - 8 | At risk: Gaps in awareness and processes. |
| 9 - 10 | Well-managed: Good general awareness and processes in place. |

GDPR-ready in 5 steps

PDA Legal's GDPR Supported Guidance Pack

Ask us about it today or visit: www.pda-legal.co.uk/gdpr



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