

GDPR Compliance

Under the General Data Protection Regulations (“GDPR”) businesses and organisations will have to take a number of steps to achieve compliance.

Set out below are the stages of a compliance plan that we regularly recommend to clients. Every GDPR project is different and every approach to GDPR compliance must be bespoke and tailored to the specific data protection needs of each business.



HOW TO ACHIEVE GDPR COMPLIANCE STEP BY STEP

1

Data Protection Audit

An audit, on site or remotely, to assess current data compliance and to recommend steps toward compliance. This is undertaken through a tailored audit or questionnaire. The audit will then inform the other aspects of the compliance plan, as set out below.

2

External Privacy Notice

A GDPR compliant external privacy notice to inform external data subjects (e.g. customers / suppliers etc.) how you will use their data.

3

GDPR Compliance Statement

A short-form statement to reflect what GDPR compliance practices you have in place for provision and quick reference by customers / suppliers.

4

Internal Privacy Notice

A GDPR compliant internal privacy notice to inform internal data subjects (e.g. employees / workers / directors / members etc.) how you will use their data.

5

Consent Forms

If required, depending on the activities undertaken with the data, a consent form (or form of words) to obtain the specific consent of the data subjects to undertake particular activities or processing of their data.

6

Staff Data Handling Policies

A specific data handling policy to detail your internal process which employees / staff are required to follow when handling personal data.

7

Processing Agreements

Where a business uses external data processors, a specific processing agreement must be put in place.

8

Submission of “test” data subject access request

To test your systems as to how a data subject access request would be treated upon receipt.

9

Records of Processing

If necessary, depending on the size of your business, a set of records of processing, these can include recording your current processing activities (informed by the data protection legal audit) and drafting notes to assist recording future processing activities.

10

Review Contracts

A review of relevant applicable terms where liability and indemnification for GDPR or other data breaches may be relevant.

11

GDPR training sessions

We provide training for employees / senior management in both video and in-person formats.



For further GDPR information

If you require any advice about your project please contact Matthew Lea at matthew.lea@herrington-carmichael.com or call on **01189 898 155**





Have you read our GDPR guides?

GDPR

Everything you wanted to know
but never dared to ask

Data protection

Does GDPR require you to appoint a
data protection officer?

If you have any questions or require any of our services to help you become GDPR Compliant
please contact Matthew Lea directly at matthew.lea@herrington-carmichael.com
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