PKF Littlejohn LLP

PKF
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Are you ready for GDPR?

Your guide to ensuring that your organisation is prepared for the most significant change to data protection regulation in a generation.

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The new General Data Protection Regulation (GDPR) comes into force on 25 May 2018.

Although there are many similarities with the existing Data Protection Act, there are a number of additional and more stringent requirements. As a result, the new rules are widely regarded as a 'game-changer' that will transform how we store and process personal data.

Failure to comply with any of the GDPR requirements may result in significant financial loss, disruption or reputational damage to an organisation.

But what does GDPR mean for you and your organisation?

Are you ready for the most significant change to data protection regulation in a generation?

And how will you ensure that your organisation remains compliant with the GDPR requirements on an ongoing basis?

The checklist contained in this document is designed to help you begin answering these important questions. Please get in touch if you need assistance with completing the checklist or addressing any issues that you identify as part of your analysis.

GDPR Checklist

Preparing for GDPR is likely to be a major challenge for most organisations. The following questions are intended to help you assess how well your data security and usage controls compare to the GDPR requirements, and identify areas for improvement.

☐ **Does your organisation adhere to the 'privacy by design' principle?** For example, have you defined the legal basis for storing and using specific items of personal data?

Key points

☐ **Have you identified all of your organisation's data and data sources?** For example, how confident are you that you know all of the locations where your data resides?

Key points

☐ **Have you classified your organisation's data based on a sensitivity and confidentiality level?** For example, do you have data classification policies and procedures in place?

Key points

☐ **Has your organisation gained consent to hold and use individuals' data?** For example, do you have the ability to check that consent has been obtained for each particular purpose?

Key points

How is your organisation securing its data at rest and in transit? For example, have you applied data encryption and anonymisation techniques where appropriate?

Key points

Do you have clear guidelines around data retention? For example, have you defined data retention periods and data disposal policies and procedures?

Key points

☐ **Are you able to respond appropriately to Subject Access Requests (SAR)?** For example, can you provide all the information you hold on an individual promptly and accurately? Do you have processes in place to achieve the 'right to be forgotten'?

Key points

☐ **Are staff aware of your organisation's data protection requirements?** For example, what training programmes do you have in place?

Key points

Who is your organisation's designated point of contact for data protection? For example, have you appointed a Data Protection Officer with a clear list of responsibilities?

Key points

How will your organisation ensure it is complying with the GDPR requirements? For example, do you monitor compliance via internal and external reviews?

Key points

How does your organisation manage data breaches? For example, do you have documented procedures to identify, report and investigate a personal data breach?

Key points

Our expert team can help you understand the impact of GDPR on you and your organisation.

In particular, we can help with some or all of the following areas:

Gap analysis
We can assess how well prepared your organisation is for the introduction of GDPR and identify areas where further work is needed to meet the requirements.

Upgrading policies and procedures
Having identified any gaps, we can help your organisation draft and implement the necessary policies and procedures to ensure compliance with GDPR.

Ongoing support and monitoring
We can provide staff training and support, and undertake regular reviews to make sure that your organisation maintains compliance on an ongoing basis.

To find out more, please get in touch with your PKF Littlejohn partner or contact a member of our IT Assurance team:

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