

## International

If your organisation operates in more than one EU member state, determine your lead data protection supervisory authority.

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## Data Protection Officers

Designate someone to take responsibility for data protection compliance and where this role will sit within your organisation.

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## Protection Impact Assessments

Familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party.

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## Data Breaches

Ensure you have the right procedures in place to detect, report and investigate a personal data breach.

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## Children

Think about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent.

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## Consent

Review how you seek, record and manage consent and whether you need to make any changes.

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## Lawful basis for processing data

Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

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## Subject access requests

Update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

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## Individuals' rights

Check your procedures to ensure they cover all the rights individuals have, how you delete/provide data electronically.

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## Communicating privacy information

Ensure that decision-makers and key people in your organisation are aware that the law is changing to the GDPR.

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## Information

Document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

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## Awareness

Ensure that decision-makers and key people in your organisation are aware that the law is changing to the GDPR.

# GDPR: 12 Steps You Can Take Right Now