

GDPR: It's Not Too Late To Prepare

A quick guide to help organizations begin to work towards compliance with GDPR

The EU's new General Data Protection Regulation (GDPR) goes into effect May 25, 2018, with wide-ranging impacts. It imposes new rules on organizations in the European Union (EU) and those that offer goods and services to people in the EU and European Economic Area (EEA), or that collect and analyze data tied to people in the EU/EEA, no matter where the organizations are located.

GDPR is not solely an IT issue

Compliance with GDPR requires the involvement of people, processes, and technology across the organization.

People

Competent resources, staff training & awareness, and commitment from the top down.

Process

Data governance, subject access requests, breach notification, and best practices.

Technology

Identify, protect, and manage your data.

Where do I begin?

GDPR compliance is a journey and being fully compliant will take time. The best way to start being compliant is to break the work down into manageable activities. Here are a few suggestions on activities to start with.

Assign Responsibility

Understand the Regulation, determine if it applies to your organization, and don't go at it alone (work with an expert).

Records of Processing

Document the required information as stipulated by GDPR and put a plan in place to maintain this information.

Assess and Discover

Assess your posture against the Regulation. Identify the type, category, and location of the data you process. Create a data inventory and data flow diagram.

Privacy Notices

Review current privacy notices and put a plan in place for making any necessary changes for GDPR compliance.

Data Protection Officer/EU Representative

Determine if you are required to appoint a Data Protection Officer.

Subject Access Requests

Establish procedures for addressing requests from your data subject, keeping in mind the one-month time constraint.

Lawful Basis of Process

Determine and document the lawful basis for your processing activities under GDPR.

Data Breach Notification

Review your current breach notification process and put a plan in place to adhere to the 72-hour requirement.

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