

Awareness

- Readiness assessment
- Formalise GDPR Compliance plan
- Staff Training
- Privacy Program Components

Information Held

- Audit and document high risk data, processes and third party transfers
- Contract Review based on audit results
- Identify where Controller and Processor

Data Quality

- Formalise and document procedures

Individuals' Rights

- Privacy Notice review based on risk assessment and audit
- Policies and procedures for new rights
- May require technology solution to enable

Legal Basis for Processing

- Use audit to identify types and purpose and ensure minimisation
- Establish, document and maintain legal basis
- Create and implement a retention schedule and disposition policy

Consent

- Established as part of the audit
- Document, manage and monitor

Children

- No initial actions

Data Breaches

- Review and enhance Incident Response Plan

Impact Assessments

- Develop thresholds and templates
- Implement based on risk areas identified

DPO

- Document decision

International

- Review guidance and reporting requirements
- Formalise policies and procedures
- Using audit to implement existing strong controls
- Consider use of encryption