

## DATA PROTECTION UNDER GDPR

A checklist for reviewing your compliance with the new data protection rules

### AUDIT

#### What data do you hold?



- Ensure your data is accurate
- Check any historic data is deleted

#### How do you keep data secure?



- Have proportionate resources in place to protect and manage data
- If data needs to be shared make sure it is portable

#### Do you hold personal or sensitive personal data?



- Be aware that there are stricter requirements for managing both types of data

#### Do you hold children's personal data?



- Verify the age of children under sixteen
- Get consent from parents /guardians if required

### ACT

#### What is your legal basis for holding and processing data?



- Ensure your privacy policy is clear about your lawful basis and how you use data

#### If you rely on consent, how do you obtain this from individuals?



- Demonstrate you have consent from an individual to use their data
- Refresh existing consents as required to ensure they are adequate
- Make it easy for individuals to withdraw their consent

#### How do you use the data you hold?



- Use data for the same purpose for which it was originally collected

#### Do you share the data with third parties?



- Have satisfactory contracts with data processors
- Consider whether you share data outside the EU

#### Are your internal policies and procedures clear?



- If necessary, appoint a Data Protection Officer or allocate responsibility
- Give your employees sufficient training on data protection compliance

#### Do you have the right procedures in place to identify, report and investigate a personal data breach?

- Properly identify, record and document data breaches

