

HOW TO STAY GDPR COMPLIANT

GDPR **Tracker**

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WHAT IS GDPR?

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

If your business hold and process personal information about your clients, employees or suppliers, you are legally obliged to protect that information.

With personal and sensitive data you must:

- Only collect information that you need for a specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold as much as you need, and only for as long as you need it; and
- Allow the subject of the information to see it on request.

WHAT BUSINESSES SHOULD HAVE DONE TO COMPLY WITH THE GDPR

Keith Budden, our GDPR Consultant recommended a number of things businesses need to have done to become GDPR compliant before the 25th May 2018 deadline:

- **Map your business's data.** What personal data do you have? Who has access to it? Where is it stored?
- **Determine what data you need to keep.** Only keep data that you need to keep.
- **Ensure you have GDPR applicable consent.** Do you have permission to send people marketing emails? Now's the time to get your list to opt-in and make them aware of your updated Privacy Policy. Ensure you have a cookie notice in place on your website.
- **Put security measures in place.** Does your website have a SSL certificate? Is your data encrypted?
- **Review your documentation.** Ensure your Privacy Policy is up to date and ensure other policies such as Data Protection & Data Retention Policies are in place.
- **Establish procedures for handling personal data.** Everything from collecting, storage, rectification and removals.

HOW TO STAY GDPR COMPLIANT

GDPR Compliance is not a one off activity. Once all the above is in place it will be important to ensure they are enforced and kept up to date.

Here is what needs to be done on a regular basis:

Ensure all customer data is properly maintained. Records need to be kept on all personal data – where it came from and who it is shared with.

Ensure new employees are aware of your GDPR policies and procedures (Including staff awareness training)

Dealing with SARs (Subject Access Requests) as and when they come through. Ensuring they are dealt with within 30 days of receipt.

Ensure due diligence is carried out on new suppliers (3rd Parties) that will process your Personal Data.

Address privacy and security risks and ensuring your processes are fit for purpose

Data Breach and Incident management

Data Protection Impact Assessments

Continuous Security Testing. Is your website and network secure?

Each of the above will vary depending on your business and how much personal data processing you do.

HOW TO AUTOMATE GDPR COMPLIANCE

It's fair to say that GDPR is not going anywhere and businesses need to take it seriously when it comes to day to day running of a business.

GDPR can't be 100% automated, however with the GDPR Tracker we can ensure you stay compliant whilst you focus on running your business.

The GDPR tracker is an online tool that will guide you around the items that need to be considered under the new General Data Protection Regulations and ensure you stay compliant too.

GDPR COMPLIANCE TRACKING & REPORT

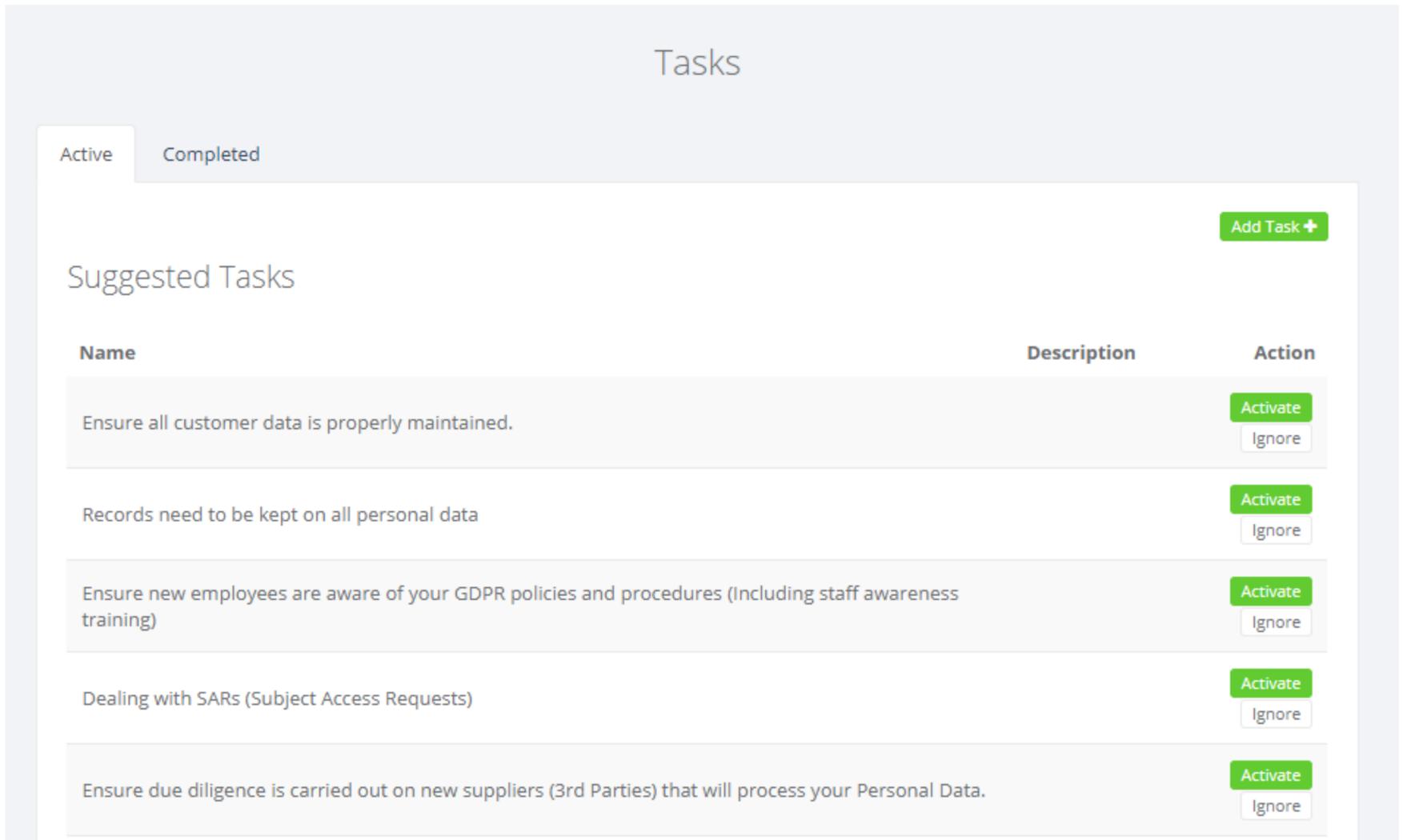
The screenshot shows the GDPR Tracker web application. At the top left, it says "GDPR Tracker" with a hamburger menu icon. In the top right, there is a user profile dropdown for "Teds" and a lock icon. The left sidebar contains a user profile for "HITESH MISTRY" with a yellow circular logo containing "HM". Below the profile are navigation items: TRACKER (with a green checkmark), DOCUMENTS, REPORT, TASKS, GDPR SUPPORT, GDPR TRAINING, and GDPR SERVICES. The main content area is titled "Welcome to GDPR Tracker". It features a "Sections" list on the left with items: Introduction (What is the General Data Protection Regulation?), Business Profile (with a green checkmark), Personal & Sensitive Data (with a green checkmark), Management and Staff, and Lawful, Fair, and Transparent Data Processing. To the right of the sections list is a "Overall GDPR Compliance Progress" section showing "Currently editing : Teds" and a progress bar at "13% Complete". Below this is a navigation bar with buttons for "Introduction", "GDPR Data Protection Principles", and "Glossary of Terms". The "Introduction" section is active, displaying text about the GDPR's implementation on May 25, 2018, and its definition of "personal data".

All aspects of GDPR get covered and split into sections. You work through each of the sections, answering questions about your business - tracking progress along the way.

You can download everything to a PDF document which can be shared with anyone who needs to see how you comply (e.g. customers, regulators).

Once completed the GDPR Tracker will act as a live repository of the steps you've taken to be GDPR compliant. It's important to ensure that this is kept up to date (As and when your business changes or when the GDPR changes too).

ONGOING TASKS FOR GDPR COMPLIANCE



The screenshot displays a 'Tasks' management interface. At the top, there are two tabs: 'Active' and 'Completed'. A green 'Add Task +' button is located in the top right corner. Below the tabs, the section is titled 'Suggested Tasks'. A table lists five tasks, each with a description and two action buttons: 'Activate' (green) and 'Ignore' (white with a grey border).

Name	Description	Action
Ensure all customer data is properly maintained.		<input type="button" value="Activate"/> <input type="button" value="Ignore"/>
Records need to be kept on all personal data		<input type="button" value="Activate"/> <input type="button" value="Ignore"/>
Ensure new employees are aware of your GDPR policies and procedures (Including staff awareness training)		<input type="button" value="Activate"/> <input type="button" value="Ignore"/>
Dealing with SARs (Subject Access Requests)		<input type="button" value="Activate"/> <input type="button" value="Ignore"/>
Ensure due diligence is carried out on new suppliers (3rd Parties) that will process your Personal Data.		<input type="button" value="Activate"/> <input type="button" value="Ignore"/>

Create tasks with your own dates and reminders to manage ongoing GDPR compliance.

Full audit trail available on tasks completed.

Suggested tasks are also available to help manage ongoing GDPR compliance including updates on the GDPR regulation.

WORKFLOW & MANAGEMENT

SAR Management

Create and embed a form on your website to receive and manage Subject Access Requests (SARs). The GDPR Tracker will also help you manage each request to completion within 30 days with our simple workflow system.

Breach & Risk Management

Manage all data related risks and breaches to ensure they are mitigated. You'll be able to keep a log of all risks and issues including notifications to the ICO or your Data Protection Authority.

Unlimited GDPR Support

Get unlimited access to our GDPR consultants when you have a question on GDPR compliance.

And much more to come..

Stay GDPR Compliant for just **£29 per month. Learn more.**

GDPR isn't going away. We have exciting plans to help businesses manage GDPR compliance easily and to remove the stresses that come with it.

DATA PROTECTION AUTHORITY ENFORCEMENTS

Enforcements have already started to take place. Here are some recent cases:

BT

British Telecommunications plc (BT) has been fined £77,000 by the Information Commissioner's Office after it sent nearly five million nuisance emails to customers.

Gloucestershire Police

Gloucestershire Police fined for revealing identities of abuse victims in bulk email.

For an up to date list visit the ICO's website [here](#). We recommend you review this and ensure you learn from their mistakes to prevent any action taken against your business.

FINAL THOUGHTS

Getting GDPR compliant has been a lot of work for most businesses. However now that businesses are compliant it will be far easier to stay compliant going forward if the necessary actions are carried out on a regular basis.

Ensure that you don't end up playing catch up with GDPR. Stay on top of it.

If you'd like to know more about ongoing GDPR compliance please get in touch with Hitesh,
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