BECOMING COMPLIANT
6 STEPS TO HEAVEN

**STEP 1**
Conduct an Audit
Know your data – How you got it; who can access it; where it’s stored; how long you keep it etc. Create a list of recommendations to address areas of concern.

**STEP 2**
Identify & Assess Privacy Related Risks
Assess the risks associated with how you are processing the data. Compile a risk register.

**STEP 3**
Review Policies & Related Documents
Review existing policies and create new ones where needed. These policies allow you to formulate processes and procedures for staff to follow.

**STEP 4**
Make a Plan
Based on the Audit & Risk assessment, determine a roadmap to achieve compliance. While it’s important to address the high risk areas, don’t ignore the obvious quick wins.

**STEP 5**
Raise Awareness
Conduct staff training and awareness sessions. Most breaches occur due to staff ignorance so make them aware and mitigate the risk.

**STEP 6**
Review Periodically
Data Protection is not a destination. It’s a journey! So review on a regular basis and correct your course accordingly.

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