

**6 INITIAL STEPS TO  
TAKE  
TO  
PREPARE  
FOR GDPR**

**1**

**AWARENESS**

Make sure decision makers and key people in your organisation are aware of what is happening

**2**

**INFORMATION HELD**

Document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

**3**

**COMMUNICATE WITH YOUR CUSTOMERS**

You will need to explain your legal basis for processing the data, your data retention periods and that individuals have the right to complain

**4**

**INDIVIDUAL RIGHTS**

The main rights for individuals under the Law will be (a) subject access, (b) to have inaccuracies corrected, (c) to have information erased, (d) to prevent direct marketing, (e) to prevent automated decision-making and profiling, and (f) data portability.

**5**

**SUBJECT ACCESS REQUESTS**

You should update your procedures and plan how you will handle requests within the new timescales (1-calendar month) and at no charge to the individual.

**6**

**LEGAL BASIS FOR PROCESSING**

You should look at the various types of data processing you carry out, identify your legal basis for carrying out and document it.



[www.thinkgdpr.org](http://www.thinkgdpr.org)

[www.oicjersey.org](http://www.oicjersey.org)

