

BECOMING COMPLIANT

6 STEPS TO HEAVEN



REVIEW PERIODICALLY

Data Protection is not a destination. It's a journey! So review on a regular basis and correct your course accordingly.



RAISE AWARENESS

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



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.



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.



IDENTIFY & ASSESS PRIVACY RELATED RISKS

Assess the risks associated with how you are processing the data. Compile a risk register.



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.