YOUR IMPLEMENTATION PLAN FOR GDPR

**SET THE SCENE:** Conduct internal updates with reference to Data Protection guidance. Identify your priority areas of focus for compliance. Allocate resource and budget. Implement internal governance procedures. Increase awareness within your organisation.

**INVESTIGATE:** Investigate data collection and processing activities. Identify current compliance measures. Assess and investigate effectiveness of existing compliance level.

**REINVESTIGATE:** Review captured information. Perform an analysis to identify weaknesses and plan steps to reach compliance. Create your compliance roadmap.

**PLAN & IMPLEMENT:** Implement policies, procedures and processes. Carry out the required technical changes. Identify your internal team and their responsibilities. Carry out training. Review contracts and consents.

**CARRY OUT DUE DILIGENCE:** Identify a risk methodology. Carry out a risk assessment. Take the remedial steps identified, and plan a response procedure for future data processing activities.

**MONITOR & MAINTAIN:** Continually monitor compliance and create audit trails. Implement a continuous improvement process and embed on-going training as part of your approach. Implement a review process.

**www.thinkgdpr.org**

**www.oicjersey.org**