

# GDPR - top tips

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On Sunday I went down to support the runners who had entered the 2018 Brighton marathon. To see such commitment, dedication and perseverance was truly inspirational. It is only on such occasions that you can appreciate the magnitude of what people can achieve and do - both individually and collectively - and that is only achieved with preparation and training. There are no shortcuts to achieving something like that.

Fortunately, getting ready for GDPR is not the business equivalent of training for a marathon. There are some easy steps you can take to make sure that you are ready for the 25 May 2018 deadline, and the following five points can set you going in the right direction:

1. Make sure that a senior person in your organisation is appointed to manage all data protection issues. It is important to have somebody responsible for pulling everything together and ensuring that the key people in your organisation are aware of the changes in the law, and that you have the necessary policies and processes in place. This is particularly important if your organisation has an international element.
2. Understand what 'personal data' you hold, why you hold it, how you obtain it, and with whom you share it. You must identify the lawful basis for your processing activities, and ensure that consents have been properly obtained.
3. Ensure that you have the necessary policies and practices in place for the types of 'personal data' you hold, for example a privacy notice, a subject access request policy, a process for dealing with other requests from data subjects, a security/cyber policy, a retention policy, a policy for identifying and handling a breach, a training process. If you deal with 'sensitive personal data' or 'personal data' of children under the age of 13 then you need to take extra care.
4. Be aware of your need to conduct a 'Privacy Impact Assessment' also known as a 'Data Protection Impact Assessment', which will now be mandatory in certain circumstances.
5. Keep an 'information register' as a central depository for recording all the steps you take to ensure the 'personal data' you process is

properly protected and to demonstrate the steps you have taken to comply with the GDPR.

There are only 5 weeks until the new regulations come into force, but it does not need to be a marathon task to cross the GDPR finish line.

--- You can contact me, Carl Robinson, at CMR Advisory Ltd ([robinsonadvisory@gmail.com](mailto:robinsonadvisory@gmail.com)) if you have any queries about the steps your organisation needs to take to comply with the EU's GDPR ---