

General Data Protection Regulation (GDPR) will go into effect on 25 May, 2018 across the European Union. We've assembled this checklist to help you prepare.

- Document your Data**
Document the data you have, where you got it from, what you do with it, how long you keep it and who if anyone you share it with. Also, be sure to understand your role: are you the Data Controller or a Data Processor?
- Have a Process**
Have processes in place to conduct data protection impact assessments and apply them to your existing processing
- Lawful Basis**
Establish a lawful basis for processing each type of data and document it
- Consent**
If you are relying upon consent, review to be sure it meets the standards for GDPR specialty if you are processing any special categories of data
- Privacy Policy**
Review your privacy policy to make sure it communicates in simple language what data you process, how long you keep it and on what legal basis you do so. Also ensure that it informs data subjects of all their rights
- Internal Process**
Prepare and document internal processes. For example, how will you handle: subject access requests, data portability requests, objections to processing and, just in case the worst should happen, breach notifications?
- Data Protection Officer**
Review if you need to appoint a Data Protection Officer and if necessary, do so, making sure they are adequately trained or qualified
- Data Transfers**
If you transfer any data outside the EU, review how you are going to ensure the recipients have adequate protections in place
- Documentation**
Document everything; you must be able to demonstrate you are compliant if asked by the supervisory authority
- Maintenance**
25 May 2018 is not when it is all over; you need to maintain documentation, processes and your data. Institute a continuous improvement plan in response to things you discover through your internal audits and process reviews