

GDPR ACTION PLAN

- 1. Awareness**
- 2. Information you hold**
- 3. Communicating privacy information**
- 4. Individuals' rights**
- 5. Subject access requirements**
- 6. Lawful basis for processing personal data**
- 7. Consent**
- 8. Children**
- 9. Data Breaches**
- 10. Data Protection by Design / Data Protection Impact Assessments**
- 11. Data Protection Officers**
- 12. International**

Note the following notes

- Assessment undertaken**
- Password access to internally shared personal data to be implemented**
- Policies written**
- Training to be completed**
- Lawful basis established to retain data**
- Agreed to offer customers choice with data retention**
- Third party agreements rolling out**
- Verbal agreement with I.C.O. About the way we are implementing GDPR**

Action / Notes

- 1. Constant**
- 2. Review done**
- 3. Ongoing for the next few months**
- 4. Policies written**
- 5. Written requests for access is agreed**
- 6. Established**
- 7. Policy & forms produced**
- 8. Not sure what we need to do**
- 9. Knowledge that we much in form ICO etc**
- 10. Reviewed security arrangements**
- 11. No required ~ Michael will look at all matters**
- 12. N/A**