

GDPR Check List and How 1 Stop Data can help you Manage the Process



1. Lawfulness, fairness and transparency

- Establish what information you hold
- Run an audit to map data flows.
- Document what personal data you hold, where it came from, who you share it with and what you do with it.

Lawful bases for processing personal data

- Identify your lawful basis for processing data
- If your business has established consent as the lawful basis for processing put in place systems to record and manage ongoing consent.

Registration

- Register with the Information Commissioner's Office.

1 Stop Data GDPR Audit Service

- Understand where your personal data is currently stored & processed
- Establish data origination & track down permissions with its collection.
- Determine the lawful basis for processing of data you have.
- Develop appropriate procedures for future data collection and associated processes

2. Individuals' rights

- Right to be informed including privacy notices.
- Ensure your business has provided privacy notices to individuals.

1 Stop Data Privacy Notification & Audit Trail

Inform data subjects using 1 Stop Data's communications services of the processing basis, of their rights, with the privacy notice and the data subject legal options.

Right of access

- Establish a system for 'Subject Access Requests (SAR)'. Your business must have a process to recognise and respond to individuals' requests to access their personal data.

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Right to Rectification and Data Quality

- Include a process to ensure that the personal data you hold remains accurate and up to date.

Right to Erasure Including Retention and Disposal

- Ensure your business has a process to securely dispose of personal data that is no longer required or where an individual has asked you to erase it.

Right to Restrict Processing

- As with Right to Erasure your business must have procedures to respond to an individual's request to restrict the processing of their personal data.

Right of Data Portability

- Your business must have processes to allow individuals to move, copy or transfer their personal data from one IT environment to another in a safe and secure way, without hindrance to usability.

Right to Object

- Ensure your business has systems to manage an individual's right to object to processing of their data.

Rights Related to Automated Decision Making Including Profiling

- Your business must identify whether any of your processing operations constitute automated decision making and have procedures in place to deal with the requirements.

Database Management Service

1 Stop Data's database management service provides full data subject access requirements along with quality updates and a full audit trail.

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3. Accountability and governance

- Update/modify your data protection policy.
- Data protection awareness training for all staff.

Governance and Audit

1 Stop Data combined with the Data Audit service provide DP Policy, training & DPIA

Data Processor Contracts

- Establish contracts with data processors to demonstrate data security and compliance. Contracts must include: subject matter, duration, nature of processing, obligations and rights of the controller.

Data Protection by Design

- Your systems and processes must be designed with data protection in mind at every point of access.

Data Protection Impact Assessments (DPIA)

- Create a DPIA framework which links to your existing risk management and project management processes.

Data Protection Officer

- Nominate a data protection lead or Data Protection Officer (DPO).
- Management Responsibility; Decision makers and key people in your business need to demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the business.

4. Data Security, International Transfers and Breaches

- You should process personal data in a manner that ensures appropriate security.
- Before you can decide what level of security is right for you, you will need to assess the risks to the personal data you hold and choose security measures that are appropriate to your needs.

1 Stop Data has the experience and tools to ensure your data is secure, compliant and fully traceable, ready for GDPR.