6 ESSENTIAL STEPS TO GDPR COMPLIANCE

1 Get Started

Don't be part of the 20% of organisations waiting for further guidelines to be published or for some organisation to take ownership and move this forward. GDPR compliance is complex, and getting all processes into place takes time.

2 Set up a Team

Set up a cross-functional data governance team, including a data protection officer to take responsibility for GDPR compliance and report to the Board of Directors. This team should also own the review process of policies and procedures.

3 Identify Data

Knowing what data you have is central to GDPR compliance. You need to know your data to govern and manage it properly. Conducting a data flow analysis will show how data moves through the business and identify where it is stored.

4 Use a single platform

Use a single platform for data governance and policy management, and extend to cloud-based data. Fragmented data stores makes compliance very difficult, and makes responding to subject access or erasure requests near impossible.

5 Future Proof

GDPR references to "state of the art" refer to keeping up with technology advancements. Stay ahead of the game by using technology solutions that offer GDPR compliance with an eye on the future. You don't want to be re-investing in new systems too soon.

6 Incident Response

Develop an incident response process for communication with the regulator and the public to control what information is disseminated if you have a breach. Having a strong data governance process and full insight into your data will help you be precise in your communication.