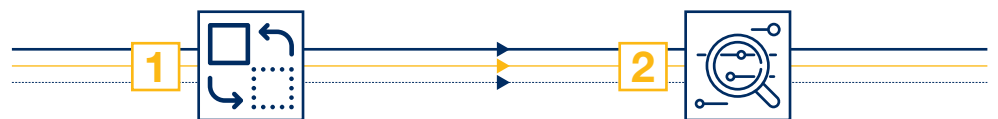


How to get ready for GDPR?

Only until 25 May 2018 will you have time to implement General Data Protection Regulation [GDPR] in your firm. Use this time wisely to avoid heavy fines. And time is scarce. Plan the next steps carefully to make sure you have enough time to take all necessary actions.

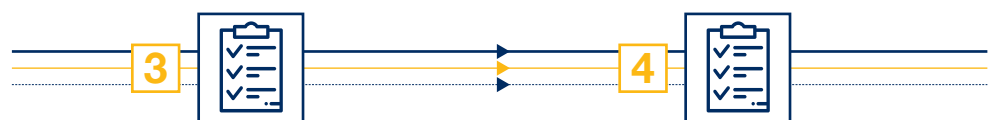


1 Increase awareness in your firm that changes are on the horizon

Make sure that decision makers understand what the coming changes involve and what the consequences of non-compliance with GDPR are. Organize a training for heads of departments in your firm. Make them aware that the obligation to implement GDPR concerns everyone dealing daily with personal data.

2 Analyse processes which involve personal data processing

This is the right time to carry out audits of policies, define processes which involve personal data processing in the firm, meet and talk with team leaders.



3 Verify on what legal basis you collect and process personal data

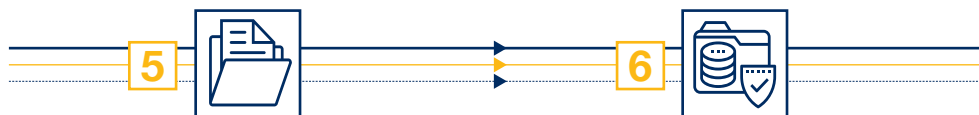
Meet the persons who supervise the collection of respective categories of data. Pay a visit to HR, Marketing, Sales and IT director. Determine jointly what the objective of collecting personal data is, where the data are stored and who can access them.

4 Check if you have procedures to enforce the rights of individuals

Update or create a procedure for enforcing the right to access data, right to amend and delete data, right to refuse automatic decision making processes and profiling and the right to transfer data.

Double check:

- what kinds of data your firm processes
- if the collected data are updated
- what the time of data retention is
- if your firm collects any excess data which in fact are of no use in view of business objectives
- how the rights of individuals are addressed
- what activities involving personal data processing the firm will undertake in the future (new processes, new IT systems).



5

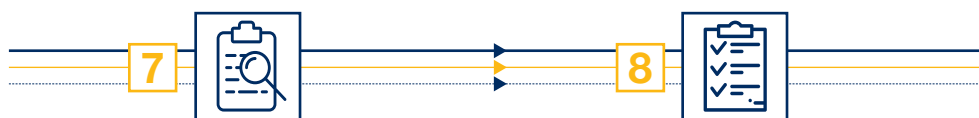
Procure documentary evidence for processes involving personal data processing

This is the time to draw up policies, procedures and authorizations. The quantity of data your firm is processing will be reflected in number of processes which you will have to develop at this stage.

6

Carry out data protection impact assessment, if required

Determine legal, organizational and IT measures that will reduce risk of breaches of personal data protection. Consult experts in this field, take notice of the supervisory authority's guidelines.



7

Review data transfer agreements in terms of their compliance with GDPR, amend them, if needed

Check if the services your firm is providing require new transfer agreements to be drafted. If so, make sure they will be signed.

8

Check if IT systems comply with GDPR requirements

Carry out appropriate penetration tests, make sure that IT systems comply with privacy by design and privacy by default provisions.



9

When you finish, begin anew...

Remember that preparing for GDPR is a never-ending process. Now, you have to make sure that any new data will be stored in line with principles introduced by GDPR.

It is worth paying special attention to the preparation of your firm for GDPR. At stake is even a EUR 20 million fine for non-compliance with new regulations. And time is running out.



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