

# GDPR: READINESS CHECKLIST

GENERAL  
DATA  
PROTECTION  
REGULATION

Are you prepared for 25 May 2018, when the new world of data protection takes effect – with its wider scope, tougher rules and harsher fines?

Check your progress with these  
8 steps towards GDPR compliance.



1

## GAIN AWARENESS

Analyse the broad implications of GDPR for your organisation

2

## SECURE BUY-IN

Ensure all key stakeholders understand that GDPR must be a business owned initiative

3

## GET PERSONAL

Identify the Personal data that is processed or stored on your systems

4

## FOLLOW THE DATA

Identify and mitigate your risks in relation to your Cloud Service Providers

5

## CONSENT

Identify all areas of the business where consent is required to be compliant

6

## THINK SMART

Develop a plan and timeline to put you on the path to GDPR compliance

7

## TAKE ACTION

Ensure the right tools, procedures and processes are in place to ensure compliance

8

## STAY COMPLIANT

Ensure you have an ongoing Information Governance strategy to maintain compliance



### Need help from the experts?

At Bytes, we know all about GDPR. We're experts. Ask about our **GDPR Essentials** service which will help you to become compliant in a stress-free way that will save you time, resources and money.

**Book a free call**

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