

# 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

[bytes.co.uk/gdpr-essentials](https://bytes.co.uk/gdpr-essentials)



**UK Head Office**  
Bytes House  
Randalls Way  
Leatherhead  
Surrey, KT22 7TW

T: 01372 418 500  
F: 01372 374 248

**York**  
IT Centre  
Innovation Way  
Heslington  
York, YO10 5NP

T: 01372 418 500  
F: 01372 374 248

**Manchester**  
13th Floor  
City Tower  
Piccadilly Plaza  
Manchester, M1 4BT

T: 01372 418500  
F: 01372 374248

**Ireland**  
Douglas Business Centre  
Old Carrigaline Road  
Douglas  
Cork IRELAND

T: +353 21 4367090  
F: +353 21 4898636

**Watford**  
1st Floor, Halkin Management  
The Junction,  
Watford,  
Hertfordshire, WD17 1ET

T: 01372 418 500  
F: 01372 374 248



**BYTES**  
SOFTWARE SERVICES