GDPR PROJECT PLAN SUMMARY – 12 MARCH 2018

ACTIONS	OWNERS (to be agreed with Steering Group)	COMPLETION DATE
1. First meeting of steering group		COMPLETED Nov '17
2. Phil's launch note		COMPLETED Dec '17
3. DPA Training & Policies online		COMPLETED Dec '17
4. All staff complete training/read policies online		COMPLETED Jan '18
5. Obtain ECC GDPR presentation		BY MID JAN '18
6. Members invited to complete online DPA training		NOW
7. Prepare/send out questionnaire, guidance notes and data mapping exercise to all depts to complete and return to DPO (see further below for follow up action)		COMPLETED Feb '18
8. Roll out GDPR presentation to senior staff/all managers		COMPLETED Feb '18
9. Prepare updated progress report for PP&R Committee		COMPLETED Feb '18
10. Review IT compliance with GDPR requirements (SEE IT SPECIFIC ACTIONS/QUESTIONS BELOW)*		DURING MARCH/APRIL 2018
11. Check all responses to 7 above received then meet with steering group to allocate work streams/agree completion dates as necessary around requisite changes to contracts, data processor agreements, Privacy Notices, Privacy Impact Assessments, appointment of DPO, Data Breach Policy and any other areas identified from responses		BY MID MARCH '18 LATEST

12. Ensure all workstreams identified under 11 above completed		BY 25 MAY '18 LATEST
13. Amend annual registration payments as directed by ICO in due course		TBC
14. Appoint the Data Protection Officer		BY 25 MAY '18 LATEST
15. Ensure Data Breach Policy in place		COMPLETED March '18
16. Update DPA policies to reflect GDPR/new procedures being followed		COMPLETED March '18
17. Conduct GDPR compliance audit/make necessary changes to ensure reasonable compliance achieved		BY END MAY '18
18. IT SPECIFIC ACTIONS • Review security/encryption • Review process to pseudonymise or anonymise personal data • Consider corporate email deletion policy • Develop system for access to and portability of data for SAR's		BY END MAY '18