

In May 2018 the General Data Protection Regulation will replace the current Data Protection Act.

Complete the 9 steps to prepare now!



9 steps to prepare your business for the GDPR

Tick when completed

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STEP 1 - Read and absorb as much as possible on the subject

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STEP 2 - Review and update all your existing data protection policies

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STEP 3 - Health-check all your current business relationships

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STEP 4 - Amend any documentation that alludes to data processing

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STEP 5 - Check that you have suitable systems in place to notify the regulator if a data breach should occur

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STEP 6 - Ensure your IT system allows you to delete data in a comprehensive way

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STEP 7 - Take steps to ensure that employees have consented to the use of their data

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STEP 8 - Review all your current privacy notices, and update them to ensure they comply

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STEP 9 - Review any arrangements you have involving personal data being held outside the UK

See how IRIS training and software can help you with the GDPR, call us on **0344 815 5656** or email **sales@iris.co.uk**.