

Next steps checklist

Follow these simple steps to prepare for GDPR.

Action	
Conduct audit of all communications, campaigns and processes	
Review current data storage and security arrangements	
Ensure relevant roles are allocated (eg Data Controller)	
If using cloud-based services ensure they are compliant	
Ensure privacy notice is fit for purpose , and where consent to provide personal data is required it is explicitly stated	
Define processes for dealing with personal data requests (eg if an individual requests personal data what steps are involved)	
Remove any outdated personal data safely and confidentially (eg customer emails, job applications, HR records, etc)	
Register your company / organisation under the Data Protection Act	

Disclaimer

This guide does not constitute legal advice or legal analysis. Organisations may still need to seek independent legal advice when developing their own processes, or when dealing with specific issues.

Useful resources

The following websites include further information and support.

- **GDPR guide**
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>
- **ICO 12 step guide**
<https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>
- **Understanding GDPR online course**
<https://www.futurelearn.com/courses/general-data-protection-regulation>
- **GDPR audit template**
<https://dotkumo.co.uk/wp-content/uploads/2018/02/GDPR-audit.docx>

Email campaign example

If you are running email campaigns using existing mailing lists it is recommended that you contact all the current subscribers by email and request that they provide explicit consent to receive further messages.

Here is some example text that can be adapted to meet your needs.

Let's stay in touch

Hi {{first-name}}

You are receiving this email as we have you listed as a current subscriber.

We hope you enjoy our updates. If you would still like to hear from us please click on the link below.

Yes, please continue to send me emails

If not that's fine, and we completely understand. Please follow our [unsubscribe link](#) to opt-out of any future emails.

Your personal data is never shared with third-parties. To learn more please visit our [privacy notice](#).

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