

# 12 STEPS AND SOLUTION GUIDE TO GDPR



The EU GDPR covers data about EU Citizens, whether they are prospects, customers, consumers, suppliers or employees of your organisation.

## 12 STEPS TO PREPARE FOR GDPR



STEP

6

## What legal reasons require you to process personal data?

You will need to examine your all personal data processes, and be able to identify the legal basis which requires that you process personal data.

STEP

7

## Consent

Review how you are seeking, obtaining and recording consent and determine any changes that need to be made in order that you are compliant with GDPR by May 2018.

STEP

8

## Protecting the rights of minors

Be prepared to put systems in place that verify the age of an individual and where relevant, obtain parental or guardian consent before processing data.

STEP

9

## Data breaches

Demonstrable and visible procedures need to be created and in place that detect, report and investigate a personal data breach.

STEP

10

## Data protection by design and impact assessments

Start to familiarise yourself now with the ICO Guidance on Privacy Impact Assessments and when they must be implemented.

STEP

11

## Data protection officers

Appoint a DPO responsible for data protection compliance. Assess where this critical role sits within your company's structure and governance procedures. Advice: make this a senior role with full board support.

STEP

12

## International

Operating internationally?  
Determine which data protection supervisory body your company comes under. Regardless of where you are headquartered, if you do business with EU citizens, you will still need to comply with GDPR in May 2018.

Armed with information about your data management requirements, a plan for compliance can be put in place. Follow the Agile guidelines to get ahead of regulatory requirement, as well as cutting your data protection and disaster recovery costs.

# GDPR SOLUTION GUIDE

## YOUR LEGAL BUSINESS REQUIREMENT

## AGILE SOLUTIONS



### Citizen data acquisition and processing

- Obtain explicit consent to acquire and process PII
- Data subjects to be able to request full information on data held on them free of any charge

- Identification of sensitive data risks
- MDM
- DQ
- Metadata management



### Citizen data storage

- Protect data from destruction, loss, alteration, unauthorized disclosure, dissemination or access
- Provide citizens access to their data in a clear and identifiable way

- Identification, analysis, detection, and monitoring of sensitive data risks
- Metadata management
- Dynamic and persistent data masking
- Encryption technologies



### Citizen data movement

- Secure data during transmissions
- Ensure traceability of data movement
- International transfers of data outside EEA
- Facilitate transfer of PII between service providers

- Identification, analysis, detection, and monitoring of sensitive data risks
- Metadata management
- Dynamic data masking
- Persistent data masking



### Citizen data retention and disposal

- Ensure data availability and recovery from disaster
- Deletion of customer data; "Right to Erasure"

- Persistent data masking
- Secure archiving



### Monitoring, verification and alerts

- Continuous monitoring, assessment and notification within 72 hours of personal data breach
- Notification to affected individuals if breach likely to result in high risk to rights and freedoms of individuals

- Identification, analysis, detection, and monitoring of sensitive data risks
- MDM

 #BeAgile

## Need help with GDPR?

Contact [info@agilesolutions.co.uk](mailto:info@agilesolutions.co.uk)

### Glasgow

Ocean Chambers  
190 West George Street  
Glasgow  
G2 2NR

Tel: 0141 332 9785

### Manchester

111 Piccadilly  
Manchester  
M1 2HY  
Tel: 0161 638 0861

### Milton Keynes

500 Avebury Boulevard  
Milton Keynes  
MK9 2BE

Tel: 0141 332 9785

Email: [info@agilesolutions.co.uk](mailto:info@agilesolutions.co.uk) / [www.agilesolutions.co.uk](http://www.agilesolutions.co.uk)