

GDPR FOR SMALL & MICRO BUSINESSES

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Awareness

Make sure that the key people in your business are aware that the law is changing to the GDPR and the impact that it will have. Put the necessary training in place to ensure staff understand their responsibilities.



One-Stop-Shop

If your business operates in multiple member states, identify where your main establishment is so as to identify your Lead Supervisory Authority.



Accountability

Document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit to identify risks. Minimise the data you retain where you can.



Transparency

Review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation. Consider how to keep your customers informed during the data collection process.



Individuals' Rights

Make sure you have the procedures in place to cover all the rights individuals have under GDPR, including how you would delete personal data or provide a copy of their data.



Procedures

Review & update your procedures. Plan how you will handle requests within the timeframes allowed. Review your plans for handling Data Breach responses, Subject Access Requests and Data Retention periods.



Lawful Basis for Processing

Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.



Consent

Review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.



Suppliers & Third Parties

Review the agreements you have in place with suppliers and third parties that you share the personal information of your staff and customers with. Ensure that they only process the data per your instructions. If you share data outside of the EU, ensure it is on an appropriate basis.



Data Protection Role

Designate someone to take responsibility for data protection compliance and assess where this role will sit within your business. You should consider whether you are required to formally designate a Data Protection Officer.



Secure the Data

Ensure appropriate security measures to protect the data you hold throughout its lifecycle. Review the systems you use that manage data. Consolidating how you manage data can give you greater control over its security.



Children

If you process children's information, make sure you have the systems and procedures in place to verify individuals' ages and obtain parental or guardian consent for any processing activity.