



The Most Important To-Dos Regarding the new General Data Protection Regulation (GDPR)

It won't take much longer from theory to practice, at least in the case of the GDPR. Now it's about getting active and taking precautions. And what's better than a checklist? By means of our checklist you'll have all the To-Dos on the screen and will be well prepared for the 25th of May 2018.

Review all of your data processing activities



- Designate an authoritative project manager for process analysis
- If necessary, define working groups for the different areas of the company
- Process analysis at the department / employees / important partners (for example with questionnaires)

Individually analyze and document data processes and data processing activities

Clarify the details of what, where, when and why (e.g. storage location, duration of storage etc.)

Create your records of processing activities

If necessary, designate your data protection officer (DSB)

Conduct a data protection impact assessment (in accordance with the public lists of regulatory agencies)

Optimize your reaction processes



- Ensure short decision paths
- Establish a process chain with the responsible persons and make them known internally
- Provide persons in charge with appropriate competencies
- Establish a schedule for internal communication and reporting processes in cooperation with the data protection officer
- Prepare a template for these messages (for example in case of injuries)