

EU-GDPR implementation – Plan on a page

July 2018

ID	Task Name	Start	Finish	% Complete	2017												2018											
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov				
1	Ensure Corporate Awareness	01/05/2017	30/08/2018	90%																								
2	Know what personal data we hold	04/04/2017	30/08/2018	35%																								
3	Communication	01/05/2017	31/12/2018	70%																								
4	Data Subject Rights	01/09/2017	31/08/2018	100%																								
5	DSARs	04/09/2017	31/12/2018	25%																								
6	Lawful basis	03/04/2017	31/12/2018	70%																								
7	Consent	03/10/2017	31/12/2018	70%																								
8	Contracts	03/04/2017	25/05/2018	100%																								
9	Breach management	03/08/2017	25/05/2018	100%																								
10	Design & Default	03/08/2017	28/09/2018	100%																								
11	Appoint DPO	03/08/2017	02/03/2018	100%																								
12	International transfers	04/12/2017	01/06/2018	100%																								

1. **Corporate Awareness** – 90% of staff briefings have been completed. IG 2018 GDPR training is at 29.8% completion rate achieved thus far with ongoing monitoring planned to track uptake.
2. **What data we hold** – Implementation of Information Asset Register due to begin in late July.
3. **Communication** – Good progress being made on updating service-specific privacy notices and forms. Information leaflets and posters are being distributed.
4. **Data Subject Rights** – Complete.
5. **Data Subject Access Requests (DSARs)** – Due to financial imperatives, recruitment of the new DSAR team is currently on hold; restructuring is being considered by management.
6. **Lawful Basis** – Work ongoing to identify lawful basis / fair processing for processing activities, prioritising Childrens and Adults.
7. **Consent** – Ongoing progress being made amending forms to remove consent and replace with notification
8. **Contracts** – Complete.
9. **Breach Management** – Complete.
10. **Design by Default** – Complete.
11. **Appoint and resource Data Protection Officer (DPO)** – Complete.
12. **International Transfers** – Complete.