

GDPR: DATA PROTECTION AND RISK DETECTION CHECKLIST

The GDPR impacts any organisation that does business with or holds data on individuals in the 28 countries in the EU. With compliance mandatory for May 2018, here is a 10 step guide to help you:

1. Research to understand your firm's exact responsibilities as related to the regulation.



6. Create an action plan, which lays out all the tasks that need to be completed prior to implementation of the GDPR in 2018.



2. Complete a risk assessment on the systems used for processing and controlling data by your firm, any vendors or other 3rd party providers.



7. Investigate innovative and specialist technology and select a solution specifically designed to support business services firms, which can facilitate normal workflow, while preventing data loss and providing risk detection analytics.



3. Understand whether you need to appoint a Data Protection Officer to take responsibility and control of data protection issues on behalf of your firm.



8. Use a data removal solution to strip files of sensitive metadata before they are uploaded to, or shared in a browser, the cloud or via email.



4. Identify the biggest areas of risk and prioritise systems that hold sensitive personal information.



9. Identify a solution that can help assess the risk from content being shared and make sure files are only shared in correct and sanctioned locations, with flags on unsanctioned activity.



5. Speak to experts and make use of advisory services, to ensure you are fully meeting all GDPR requirements.



10. Educate staff and end users on the risks of data sharing and particularly of embedded data within files being shared.



Download our whitepaper: [Preparing for the EU GDPR](#)

Our experienced team are available to help you prepare for the EU GDPR, contact us for a GDPR impact assessment and audit.

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