**Which of the following is not included in the preparatory steps of the GDPR?**

1. Educate your leadership and employees. *This answer is incorrect because this is the first step to prepare your organization for the GDPR.*
2. Define and communicate your data protection strategy. *This answer is incorrect because this step is included under the steps of the GDPR that organizations need to define and communicate your data protection strategies.*
3. Gap Analysis. *This answer is incorrect because under this step of the GDPR, it is important to identify gaps between the protection policies your organization already have and the policies you have yet to comply in regards to GDPR.*
4. Quality Analysis & Improving. *This answer is correct because quality analysis & improving is not the recommended step that organizations need to follow to get started with GDPR.*

Answer: d)

**Under which step of the GDPR, the right people in your organization must need to know enough to make good decisions about what you need to do to implement GDPR.**

1. Educate your leadership and employees. *This answer is correct because in this step of the GDPR you need to make sure that the right people in your organization know about the GDPR. Your trustee board and senior staff should be aware that the law is changing. And, they also need to know enough to make good decisions about what you need to do to implement GDPR.*
2. Define and communicate your data protection strategy. *This answer is incorrect because in this step the organizations need to define and communicate data protection strategies.*
3. Understand how your organization uses personal data. *This answer is incorrect because in this step you need to understand what kind of personal data your company has and how it is used. Also, you should document what personal data you hold, where it came from and who you share it with.*
4. Identify gaps. *This answer is incorrect because in this step of the GDPR, it is important to identify gaps between the protection policies your organization already have and the policies you have yet to comply in regards to GDPR.*

Answer: a)

**How many number of steps are given that organizations need to follow to get started with GDPR?**

1. Three. *This answer is incorrect because there are 5 steps that organization need to follow to get started with the GDPR.*
2. Five. *This answer is correct because organizations need 5 steps to follow to get started with the GDPR. These steps serve an important part of building that initial GDPR mindset within all levels of an organization.*
3. Eight. *This answer is incorrect because there are 5 steps that helps an organization to get started with the GDPR.*
4. Ten. *This answer is incorrect because an organization need to follow 5 steps to get started with the GDPR.*

Answer: b)

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**Under GDPR it is crucial for companies – and their marketing teams/agencies – to change the way \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is obtained, stored and secured, to ensure compliance.**

1. Illegal Data. *This answer is incorrect because under the GDPR illegal data must not be obtained, stored and secured to ensure compliance.*
2. **Data relating to criminal offences.** *This answer is incorrect because this criminal law lies outside the EU's legislative competence. Data relating to criminal offences are therefore treated separately from Sensitive Personal Data.*
3. **Anonymous data.** *This answer is incorrect because the data that are fully anonymized (i.e., data from which no individuals can be identified) are outside the scope of both the Directive and the GDPR.*
4. Personal Data. *This answer is correct because under the GDPR ‘personal data’ means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. And, under the GDPR it is crucial for companies – and their marketing teams/agencies to change the way personal data is obtained, stored and secured to ensure compliance.*

Answer: d)Personal Data.

**Under which step of the GDPR, every organization should have a written policy and procedure that is specific to their context about how they handle personal data and enact privacy principles.**

1. Educate your leadership and employees. *This answer is incorrect because in this step of the GDPR you need to make sure that the right people in your organization know about the GDPR. And, they also need to know enough to make good decisions about what you need to do to implement GDPR.*
2. Define and communicate your data protection strategy. *This answer is correct because in this step the organizations need to define and communicate data protection strategies. And, every organization should have a written policy and procedure that is specific to their context about how they handle personal data and enact privacy principles.*
3. Understand how your organization uses personal data. *This answer is incorrect because in this step you need to understand what kind of personal data your company has and how it is used. Also, you should document what personal data you hold, where it came from and who you share it with.*
4. Identify gaps. *This answer is incorrect because in this step of the GDPR, it is important to identify gaps between the protection policies your organization already have and the policies you have yet to comply in regards to GDPR.*

Answer: b)