

## GDPR Your month-to-month guide toward compliance

The General Data Protection Regulation (GDPR) protects the personal data of European Union citizens, regardless of the geographical location of the organization or the data. Organizations around the world must be compliant with GDPR by 25th May 2018. Does your organization process personal data? Is this data about EU citizens? Start preparing for GDPR now.

## **START FORM & STORM NOVEMBER** • Form a cross-functional team with representation from every major group in your organization Seek legal counsel • Determine if you need to appoint a Data **Protection Officer** • Map the journey of personal data in, through, and out of your ecosystem **ASSESS & REVIEW** Discover and categorize personal data **DECEMBER** Contact any third party data processors Assess your security program for requesting details of their GDPR plans **GDPR** readiness Uncover shadow IT services Perform Privacy Impact Assessments (PIAs) Review and update data retention policy Review and update access control Document your incident response processes **TEACH & TIDY JANUARY** • Enable your entire organization to comply with GDPR • Clean out unnecessary personal data Contact data subjects to ensure personal data accuracy • Update consent mechanisms, privacy policies, and legal agreements **TEST & TAKE NOTE FEBRUARY** Perform a 'right to be forgotten' drill Test your security program for weaknesses Dry-run your incident response processes Re-assess for GDPR readiness **COURSE CORRECT** MARCH & APRIL • Review learnings and implement recommended changes • Check in with third party data processors DOUBLE (AND TRIPLE) CHECK **MAY**

Enforce and reiterate organization-wide

Ensure your website provides accurate information with respect to GDPR

compliance with GDPR