GDPR STRATEGY

## What does my GDPR strategy document do?

Your company’s GDPR strategy document is designed to outline your commitment to observe and comply with all aspects of the General Data Protection Regulation. Your strategy document offers a high-level explanation of how your company plans to organise and implement your compliance with GDPR and is a crucial tool to demonstrate to regulators that your company is serious about GDPR.

## Do I need a GDPR strategy document, and will I need to update it?

Although it isn’t a mandatory aspect of GDPR compliance, you will most likely find it incredibly beneficial to complete this document. After completion, you should then review this strategy document at least every six months and amend as necessary, to ensure your company is delivering continued and adequate GDPR compliance.

**Instructions**

Read and fill in the template below, inserting your company’s particulars where prompted, and keep this template for safekeeping.

# Introduction

The General Data Protection Regulation (GDPR) is a new legal framework set up by the European Union in April 2016 to build upon existing data protection legislation. GDPR came into effect on 25th May 2018, and has introduced a range of fresh guidelines spelling out the rights of consumers and dictating how companies can store and share information.

As a hugely significant change to the global business landscape, it is critical that [COMPANY NAME] embraces all aspects of GDPR to maintain full compliance.

# Our obligations for GDPR compliance

Here at [COMPANY NAME], we fully appreciate and support the European Union’s focus on expanding upon digital rights. As a company, we strongly believe in the need for greater business transparency and accountability concerning the collection and handling of personal data.

That is why [COMPANY NAME] is a firm advocate of GDPR and its many implications. These include among many other aspects:

* The Right to Object to Processing
* The Right to Be Forgotten
* The Right to Data Portability
* The Right to Withdraw Consent

As part of our commitment to GDPR and the rights of our customers and clients, [COMPANY NAME] vows to ensure our organisation considers and actions all necessary changes surrounding data processing, data storage and the disposal of personal data.

This includes a commitment to fully fulfil Breach Disclosure Requirements by notifying authorities and concerned individuals of any compromise within 72 hours. Moreover, as part of our GDPR strategy, [COMPANY NAME] will complete impact assessments wherever possible, to identify and deliver the best service possible, as well as to extend our customers a guarantee that data is being kept secure.

Furthermore, we pledge to uphold the following key values and responsibilities:

[COMPANY NAME]’s strategic values and responsibilities

* We vow to demonstrate full responsibility and dutiful respect as a keeper of customer, client and employee data.
* We totally support GDPR and its requirements, and will do everything within our power to appropriately resource and fund any changes we must enforce to ensure [COMPANY NAME] can meet its obligations.
* We promise to maintain ownership and transparency concerning data protection and privacy across all elements of our company.
* We pledge to create and maintain a purposeful data processing inventory documenting all data operations, including collection, processing and storage.
* We guarantee to extend every possible show of support to individuals intent on exercising their rights as outlined under GDPR legislation.
* We will conduct a regular review to assess the legality and purpose for the collection, processing and storage of personal data.
* We vow to act upon identified gaps and develop robust processes to maintain full GDPR compliance.
* We promise to clearly communicate the business purpose and legal grounds for any transfer of data – including transfer outside of the European Union.
* We will contact all partner organisations, contractors or other third parties to identify their own GDPR commitments, establish relevant contract terms and solidify GDPR compliance controls.