

Briefing Note: 26 January 2018

10 suggestions on how to prepare for the new Data Protection Law

This note is for information purposes only and is not intended to be legal advice.

1. **Don't panic - there is still time to prepare if you act now**
2. **Do a personal data audit and document it- know what data you have, where it is and how it is processed**
3. **Review and if necessary upgrade the security of your personal data including your back-up systems e.g., firewall and virus software protection, encryption and password protection**
4. **Review your data retention policy including how you delete data at the end of a retention period e.g., can you selectively delete from your current servers and back-up tapes?**
5. **Ensure you have a subject access request policy e.g., have an allocated person who will deal with data requests from individuals and systems in place to efficiently search for and collate the specific data in time**
6. **Prepare for data breaches by having a robust data breach plan e.g., have an allocated person who will deal with clients, the regulator and the public if a data breach occurs**
7. **Check the data protection policies of all third parties who process your data to ensure they are compliant with the data protection law**
8. **Train your staff on data protection and how to avoid identity fraud/ virus/ malware attacks**
9. **Check whether you process sensitive/special category personal data and ensure you are processing it appropriately with the necessary safeguards**
10. **Be ready to demonstrate compliance with the data protection law by having records of all your data protection policies and procedures**



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