

GDPR 12 Steps Assessment				
	Red	Not met and no plan to meet in place	RAG	
	Amber	Plan to meet in place		
	Green	Met		
1	<b>Awareness</b>  Ensure decision makers and key people are aware the law is changing.		Council Members, EMT and OMT aware.  Project group established with representatives from all teams.	G
2	<b>Information you hold</b>  Document the personal data you hold and with whom you share it.		We already have a Records Management Policy and an Information Asset Register  Each team has started a detailed personal data mapping process.	A
3	<b>Communicating Privacy Information</b>  Review privacy notices and plan for making changes prior to implementation.		Plan in place to review privacy notices once data is mapped and lawful basis for processing identified.	A
4	<b>Individuals’ Rights</b>  Review procedures to ensure they cover the rights individuals have such as the rights to be informed, have access, rectification, erasure, to restrict processing, data portability, to object and not to be subject to automated decision-making.		Review of procedures planned once all data is mapped and lawful basis for processing identified.	A
5	<b>Subject Access Requests</b>  Review procedures to meet new timescales and provide more detailed information		Plan in place to review process and assess capacity to meet new timescale.	A
6	<b>Lawful Basis for Processing Data</b>  Identify the lawful basis and		Plan in place to identify lawful basis once mapping of data is complete. Will need to consider	A

	update your privacy notice to explain it	length of time we retain the data for and the need to ensure that organisations we share the data with are GDPR compliant.	
7	<b>Consent</b>  Review how you seek, record and manage consent. Refresh existing consents now if they don't meet the GDPR standard	Plan in place for reviewing consents once all data is mapped.	A
8	<b>Children</b>  Ensure you have a system in place to verify ages and obtain consent if necessary.	Plan in place to review the applicability of these provisions to the SSSC's work.	A
9	<b>Data Breaches</b>  Ensure you have procedures in place to detect, report and investigate a personal data breach	Plan in place for reviewing and refreshing procedures and training.	A
10	<b>Data Protection by Design and Data Protection Impact Assessments</b>  Start assessing the situations where it will be necessary to conduct a DPIA.	Applies at the deployment of new technologies and therefore will likely be relevant to the implementation of new systems such as case management.  Plan in place for creating templates and training staff.	A
11	<b>Data Protection Officers (DPO)</b>  Designate someone to take responsibility for data protection compliance.	Head of Corporate Governance and Hearings	G
12	<b>International</b>  Applies when an organisation operates in more than one EU member state.	N/A	N/A