

In May 2018 the General Data Protection Regulation will replace the current Data Protection Act.



Complete the 8 steps to prepare now!



## *8 steps to prepare your business for the GDPR*

### Tick when completed

- STEP 1** - Read and absorb as much as possible on the subject
- STEP 2** - Review and update all your existing data protection policies
- STEP 3** - Health-check all your current business relationships
- STEP 4** - Check that you have suitable systems in place to notify the regulator if a data breach should occur
- STEP 5** - Ensure your IT system allows you to delete data in a comprehensive way
- STEP 6** - Take steps to ensure that employees have consented to the use of their data
- STEP 7** - Review all your current privacy notices, and update them to ensure they comply
- STEP 8** - Review any arrangements you have involving personal data being held outside the UK

See how Cascade training and software can help you with the GDPR, call us on **0113 230 8602** or email **info@cascadehr.co.uk**.