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GDPR001 Buy in from staff

**GDPR Toolkit Audit:**

Introduction:

This form is part one of four steps that may be taken to successfully audit the personal data in your organisation, in order to prepare for compliance with the General Data Protection Regulation.

For further guidance on this topic, do refer to the appropriate pages on our HR portal.

How to generate your form:

Throughout the form, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional information/tables.

Key:

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| INFORMATION  This icon demonstrates the text is for information only. | ACTION  This icon means you may wish to make an amendment to the text. | OPTIONAL  This icon means the advice provided is optional. | WARNING  This icon means the text is important. Please take note of the advice. |

Any text you find highlighted should be amended to suit your customisations and/or removed from the document.

Customising your form:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click M*odify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run though this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page.**

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| Key departments  List key departments who need to be involved in compliance. Arrange training about GDPR and document who should attend. Retain evidence of training. | | | | | | |
| Department | | | Arrange data protection and security training. (Register attendees). | | | |
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| Key job roles  Identify who should take the lead for auditing data in each department. Issue them with form GDPK002. Note the date of issue, agree a completion date and track the ones that have been returned. | | | | | | |
| Job title/name | | | GDPK002 issued | GDPK002 deadline | | GDPK002  returned |
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| Third Parties  List third party organisations whom personal data is shared with. Arrange to contact them re. GDPR readiness and log the contact made. Document any evidence of compliance or detail measures to be taken if compliance is not demonstrated. | | | | | | |
| Organisation | Contact re. GDPR readiness | Evidence of compliance | | | Measures taken for non-compliance | |
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Checklist

Upon completion of customisations please ensure you have:

* customised all relevant text and removed pink highlighted text
* removed all icons
* diarised a reminder to review and update the form
* removed the front cover (see instructions on front cover)
* removed this checklist!