



Getting ready for GDPR

A step-by-step guide

ONE

Identify if you are a Data Processor or Data Controller

THREE

Follow the journey of that data, from leaving the clients hand/mouth/email, to arriving in your office/inbox, to where it will be stored

FIVE

Put measures in place to maximise the security (encryption, complex passwords that regularly change etc.)

SEVEN

Have a process in place to alert you of breaches, or allow you to identify if they occur

NINE

Ensure all staff are trained and updated on all steps of this and know how to look after clients' data

TWO

Understand what client data is usually collected, and how

FOUR

Consider how cyber attackers can get this data

SIX

Protect your IT with spyware and firewalls

EIGHT

Know the procedure for reporting these procedures, both to the ICO and the FCA