

8 PRACTICAL INSIGHTS TO PREPARE FOR GDPR

GDPR is more than a compliance burden. It presents opportunities to improve your data governance, analytical capabilities and digital trust. These eight insights will help you to transform effectively.

Determine Your GDPR Requirements

When it comes to GDPR requirements, there is no one-size-fits-all solution. The law applies differently in different contexts. It's important to determine these GDPR requirements before the assessments are performed, to prevent a situation in which you need to revisit all your previous work.

Set Your Project Scope and Protect It

Determining the compliance of applications and/or processes holding personal data within your organization is fundamental to the success of your project. It's good practice to have the inventory of applications/processes complete before moving to the assessment phase, and prevent scope creep.

Invest in Change and Awareness

By investing in change and awareness, the necessity for privacy can be made part of your organizational thinking and behavior. This will not only benefit your transformation program, but also helps your organization achieve long-term compliance.

Be Mindful of Unstructured Data

Information that lives outside your databases and applications is a risk to GDPR compliance. Acknowledge the chaotic nature of these files. Focus on educating employees about the risks of unstructured data and how they can classify unstructured files, thereby increasing control and traceability.

Establish Strong Governance Structures

Governance structures are not only important during the project, but also after its completion. Make sure everybody knows what is expected of them in the long run. Appointing a Data Protection Officer is the first step in your governance structure, but don't forget to assign privacy champions for each business unit.

Embrace Privacy by Design

Make sure to embed privacy controls in all privacy-related projects within your organization. This includes adding privacy controls to your project initiation documentation, thereby helping to maintain compliance with GDPR in the long run.

Consider Your Organizational Structure

Acknowledge and address any complexities that arise from your organizational situation when planning your transformation. Factors to take into account: being in a centralized vs. a decentralized organization, having an outsourced vs. an in-house IT department, and working in a multinational vs. a single-country business.

Build a Pragmatic Processing Registry

Establish and maintain an overview of all activities within your organization to process personal data. This can be done in two ways: with an application-based registry, which is easier to establish but more time-consuming to use; or by basing your registry on your business processes, which is faster to use but takes more time to set up.