The Key Steps to Take to Ensure GDPR Compliance

Identify what personal data you hold (this can be achieved by setting out the information listed in Article 30 GDPR or for smaller companies a tailored process such as the accompanying template that identifies details of personal data held).

Conduct a risk assessment of the personal data you hold and your data processing activities (Article 24, Recital 75 and section titled "Risk based approach to being GDPR compliant").

Implement appropriate technical and organisational measures to ensure data (on digital and paper files) is stored securely. The security measures your business should put in place will depend on the type of personal data you hold and the risk to your customers and employees should your security measures be compromised (Article 32).

Know the legal basis you rely on (contract? consent? legitimate interest? legal obligation?) to justify your processing of personal data (Articles 6 to 8).

Ensure that you are only collecting the minimum amount of personal data necessary to conduct your business, and the data are accurate and kept no longer than is needed for the purpose for which they were collected (Article 5).

Be transparent with your customers about the reasons for collecting their personal data, the specific uses they will be put to, and how long you need to keep their data on file (e.g. notices on your website or signs at points of sale) (Articles 12, 13 and 14).

Establish whether or not the personal data you process falls under the category of special categories (sensitive) of personal data and, if it does, know what additional precautions you need to take (Article 9).

Decide whether you will need to retain the services of a Data Protection Officer (DPO) (Article 37).

Be able to facilitate requests from service users wishing to exercise their rights under the GDPR, including rights of access, rectification, erasure, withdrawal of consent, data portability and the right to object to automated processing (Articles 12 to 22).

Have up-to-date policy documents and/or internal procedures.

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Awareness raising campaign for SMEs

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