**What’s the impact of GDPR on your organisation? a sample action plan**

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| **Question** | **Clients** | **Staff** | **Wider public** |
| 1. Which areas do you think your organisation might have difficulty in complying with?
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| 1. What personal data do you hold?

(include all data: names/ addresses/ DoB/ NoK etc & IP addresses etc) |  |  |  |
| 1. Who do you share it with?
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| 1. Do you have a process for obtaining consent to hold personal data?
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| 1. Do you have a process for people withdrawing consent for you to hold their personal data?
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| 1. Do you have privacy notices? Where are they held? What do they say?
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| 1. What do your contracts say? Have you added additional clauses?
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| 1. Do you collect any other data? What? Where? How?
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| 1. How would you collate data for hand-over on request if asked?
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| 1. What format would you hand-over data on request if asked?
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| 1. Do your policies and procedures clearly cover all rights in easy to understand language?
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| 1. Do you have a process for deleting personal data, including a decision making process and governance?
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