

APPENDIX 2

Action	Start	Due	Status
Briefing for CLT, WLT, Unit Managers and Staff Forum			Ongoing
Work with the ICT team to ensure that any digital barriers to the accessing of information are identified and explored			ongoing
Create a process for DPO informal updates to CLT			
Revisit Information Audits to ensure that actions have been completed or are in progress	Dec-18	Jun-19	
Revisit retention periods	Nov-18	Feb-19	
Review privacy notices	Nov-18	Jun-19	
Review privacy notices template to identify a more customer friendly design	Dec-18	Mar-19	

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Review and update information Asset Register	Nov-18	Feb-19	
Create a model for monitoring processing activities following implementation	Jan-18	Mar-19	
Review all contracts and ensure compliance with GDPR			in progress
Raise the profile of DPIAs, delivering training and awareness raising exercises	Oct-18	Apr-18	
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CCTV Policy, procedures, and privacy notices			In Progress
CCTV Signage			
Edit wording of Leadership/Committee reports	Oct-18	Nov-18	In Progress
Guidance on Processing Special Categories			In Progress
GDPR FAQs and Scenarios - Intranet			In Progress
Create public guides on GDPR, Fraud and Identity theft			In Progress
Guide on International Transfer			In Progress
Suite of Exemptions NTK			In Progress
Review and audit archive arrangements (as part of new ways of working project)	TBC 2019	TBC 2019	