

APPENDIX 1

Action	Status
Identify High Priority Services	Completed
Review resources to implement GDPR changes	Completed
Design Robust Lifecycle Audit Form that clearly identifies the lawful basis for processing	Completed
Identify Training and other support resources	Completed
Training for high risk service areas - those who process large volumes of personal and/or sensitive data	Completed
Report to CLT with recommendations for the appointment of the DPO	Completed
Design guide to consents (internal and external document)	Completed
Create DPIA guidance and DPIA Need to Know	Completed
Review and update Data Protection Guidance and Need to Know fact sheets for GDPR	Completed
Design and Implement DPIA process	Completed
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
Undertake Information lifecycle audits with all services reviewing all processes. Looking at: Collection, processing, sharing, storage, security, retention and disposal - this will identify actions to ensure we comply with GDPR and Ensure every process documents the lawful basis for processing	Completed
Ensure every Service has retention periods documented	Completed
Update consents (included and monitored in audit action plans and website reviewed and updated)	Completed
Use Ropa to develop privacy notice for the Intranet	Completed

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Design standard template for presenting customer facing Privacy Notices. These should be clear concise and easy to understand	Completed
Review and update guide to privacy notices (internal and external document)	Completed
Review and Investigate Data Portability Requirements	Completed
CCTV Policy, procedures, and privacy notices	Moved to new Action Plan
Review the use/introduction of redaction software	Completed
Job description for DPO & SIRO + Structure Chart.	Completed
Training on PECR, RIPA, and Human Rights	Completed
Create intranet page for GDPR	Completed
Create redaction policy/guidance	Completed
Develop Team Talk for GDPR	Completed
Guidance on Data Subjects Rights (create suite)	Completed
Research GDPR Article 89 and create briefing	Completed
Review and update information Asset Register	In Progress
Produce GDPR Guidance/Training for Members	Completed
Identify all contracts that process personal data	Completed
Research Law Enforcement Directive and consider environmental health and environmental enforcement	Completed
Guidance on Processing Special Categories	In Progress
GDPR FAQs and Scenarios - Intranet	In Progress
Monitoring of both internal and external communications e.g. emails	Completed
Reviewing recording the calls in the contact centre	Completed
Review all contracts and ensure compliance with GDPR	In progress
Create Register of records of processing activities	Completed
Model for monitoring processing activities following implementation	Moved to new Action Plan
Create public guides on GDPR, Fraud and Identity theft	In Progress
Edit wording of Leadership/Committee reports	In Progress

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Guide on International Transfer	Delayed
Review Data Breach Process and update procedures	Completed
Update Data Breach guidance	Completed
Create Need to Know- Data Breaches	Completed
Review content of induction DP Training	Completed
Create Templates for responding to erasure/rectification/cease processing requests	Completed
Suite of Exemptions NTK	In Progress
Review email archiving and email retention	Completed
Review and audit archive arrangements	In progress
Update DPIA Templates	Completed
Update Information sharing checklist and log	Completed
Review procedures for subject access requests	Completed
Update SAR request form and SAR checklist	Completed
Review and update SAR guidance and SAR 'Need to know' Inc. list of EU countries.	Completed
Review Data Protection policy	Completed
Update Website with details of DPO	completed
CCTV Signage	In progress