

# UK GDPR – A 12 point checklist for small businesses

Find out the key points SME's need to consider around the UK General Data Protection Regulation (UK GDPR) with our twelve step guide. FSB members can also download an expanded checklist and interactive workbook from the FSB legal hub to help them record the information they hold and actions they need to take.

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## Audit time

Do an internal audit to determine what data you have, how you use it and where the data goes.



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## Secure it

Prepare a security framework and an emergency preparedness plan that outlines how personal data is handled and what to do in the event of a breach.

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## Policy review

Review and amend your privacy policies for your customers and suppliers.



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## Consent review

Review how you seek, record and manage consent and whether you need to make any changes. People must be able to opt-in and have an easy way of opting out.

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## Get aware

Familiarise yourself and your staff with UK GDPR and how it will impact your business. Make sure your procedures deliver the rights it gives individuals.



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## Give me access

Prepare a plan or policy for handling subject access requests to make sure you are ready if someone asks to see their data held by you.



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## Choose a lead

If you can, designate a dedicated data protection staff member who takes responsibility for data protection compliance.



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## Record it

Make sure all your data security, handling and processing arrangements are set out in written policies or procedures. Be sure to update these regularly.



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## Delete it

Make sure you safely and securely delete any data you don't need or use.



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## Keep it under lock and key

Make sure your systems store personal data properly and securely.



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## Age matters

If your business collects children's data, make sure you put systems in place to obtain parental or guardian consent when needed.



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## Cross-border processing

If you work across borders, find out who your main supervisory authority is and keep this information accessible.

