

Healthwatch Cambridgeshire and Peterborough

GDPR Action Plan

Theme	Actions	Responsibility	Target date
1.Information Asset Register	Complete using template from HW England	Julie McNeill	25 th May 18
2.Privacy Statement	Review and upload to websites	Angie Ridley	25 th May 18
3.Consent and record keeping	Review consent questions and recording	Julie McNeill	August 18
4.Data Protection Officer	Appoint external Data Protection Officer via quotation/bids	Sandie Smith	Appointed by 25 th May 18
5. Mail list consent	Check information given at time of sign up. If GDPR compliant, no action needed. If not, send Privacy Statement and offer opt out.	Angie Ridley	25 th May 18
6. Review Information Governance Policies	Work with DPO to review relevant policies: <ul style="list-style-type: none"> • Information Governance • Confidentiality • Data Protection 	Sandie Smith	July 18
7. Review HR records and policies	Work with HR Advisor to review relevant policies and records	Sandie Smith	June 18
8. External data processors	Seek confirmation that external data suppliers comply with GDPR. There should be a clause in the contract re GDPR-compliance. Check if any data held/processed outside of the EU. If so, contractor needs to demonstrate GDPR-compliance and explain what extra steps have been taken to ensure this. Also needs to be included in our Privacy Statement.	Sandie Smith	25 th May 18