

TRANSACTION PATHWAY

Data Protection Checklist Pathway

SEPTEMBER 2022



STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Executive Questions to ask about Data Protection	<ul style="list-style-type: none"> ➤ Assess what personal data is collected ➤ Request summary of data audit/ data map ➤ Review Privacy Policy ➤ Assign Data Protection Officer or lead 	<ul style="list-style-type: none"> ➤ Assessment of Personal Data ➤ Data Protection Officer/Lead 	
Data Protection Policies and Procedures	<ul style="list-style-type: none"> ➤ Data Protection Policy Requirements ➤ Determine Data Retention Policy or Schedules ➤ Privacy Policy ➤ Data/ Cyber Security Policy ➤ Information Rights Policy ➤ Data Breach Policy and procedure ➤ Working from Home Policy 	<ul style="list-style-type: none"> ➤ Data Protection Policy and Process Requirements ➤ Data Retention Policies or Schedules ➤ Privacy Policy Key Elements ➤ Data Breach Policy and Procedures ➤ Working from Home Policy Regarding Data Security 	
Data Security Systems and Process	<ul style="list-style-type: none"> ➤ Technical and Organisational measures for data security ➤ Data Protection by Design ➤ Impact assessments ➤ Staff buy-in ➤ Stress Testing Data Protection 	<ul style="list-style-type: none"> ➤ Technical and Organisational Measures to Manage Personal Data Risk ➤ Data Protection by Design ➤ Data Security Impact Assessments ➤ Data Protection – Staff Buy-In ➤ Technical and Organisational Measures to Manage Personal Data Risk 	