

# ENTERPRISE INFORMATION MANAGEMENT AND THE GDPR:

## 7 Steps on Your Path to Readiness



01



**Understand your obligations under the GDPR**



Understand which parts of the GDPR apply to your organization, as a data processor and/or data controller. Learn the definition of personal data in the context of the new regulation.



Locate and inventory personal data in all formats, resident in databases, corporate systems, information repositories, and personal devices. Be sure to include third parties who store records on your behalf. Classify information for categorization, protection, and management.



02

**Create a data map and classify all personal data you hold**



**Secure and ensure confidentiality**



Implement technology and business rules to ensure that an appropriate level of security is in place for processing personal data. Ensure that all persons authorized to process personal data have appropriate training.



Connect your content for better control, portability and deletion of personal data. Enable users to improve data quality and remove redundancy. Minimize content silos and increase information integrity.



04

**Create a unified view across your enterprise**



05



**Limit purpose and enforce data minimization**



Collect data to be used only for specific, explicit, and legitimate purposes. Ensure that personal data are kept only for the required length of time. Implement automated and defensible deletion processes based on records disposition policies.



Review data protection policies, codes of conduct, and records retention rules to ensure they are up-to-date with the new requirements. New policies may be needed regarding both the collection and withdrawal of consent, data breach notification, and data minimization. Implement education and awareness program for employees and third parties you work with.



06

**Review and update information management policies**



07



**Establish data protection by design and default**



Implement appropriate technical and organizational measures to ensure that good privacy and security practices are embedded directly into information systems and business processes.

## Questions to ask regarding GDPR



Do you understand your obligations as the data processor, data controller or both?



Do you know what personal information you hold, where it is located, and who has access to it?



Do you document what consent that has been obtained, for what specific purpose(s), and when it expires?



How is personal information secured throughout its lifecycle internally and when it needs to be shared with external parties?



What processes are in place to dispose of personal information or present it upon request, in accordance with GDPR guidelines?



Do you have routine audits and reviews to ensure your information governance practices and procedures are being followed and what corrective measures are in place when infractions are found?

**Always consult Legal Counsel for specific guidance**

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