










## GDPR Action Plan Progress Report – April 2018



Action Status	
	Cancelled
	Overdue
	Check Progress
	In Progress
	Completed

Code	Action Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
<b>GDPR</b>	<b>GDPR Action Plan 2017-2018</b>	<b>GDPR Project Team</b>	<b>29-Jun-2018</b>			
GDPR_1.0	Information Asset Management	Chris Smith/Veritau	06-Apr-2018			<p>A review of the existing information asset register is being undertaken with all the current information asset owners notified to update the register by 6th April 2018.</p> <p>Following this, Veritau will be leading a workshop on the 13<sup>th</sup> April 2018 to assist SDC in identifying and referencing information assets that we hold within our business units and to help us complete and finalise the register. These micro-registers will then be assimilated into a corporate register which will be used as an information governance compliance tool.</p>
GDPR_2.0	Policies & Procedures	Gillian Marshall / Michelle Dinsdale / Veritau	30-Apr-2018			<p>Ongoing project to update existing policies for GDPR. A caveat will be added on the policies webpages which will state existing policies which reference data protection will be updated in due course.</p> <p>The Corporate Risk Register will be updated to reflect any information governance risks in early May 2018.</p>

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GDPR_3.0	Human Resources	Andrew Crabbe	30-Apr-2018		<div style="width: 27%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 27%	Ongoing audit completed and staff communicated with in terms of GDPR principles for record keeping in Human Resources.  HR Team attended GDPR training via Expert HR and proactively applying GDPR principles to all HR practices.
GDPR_4.0	Fair Processing and consent	Michelle Dinsdale / Veritau	30-Apr-2018		<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 25%	Veritau to supply SDC with guidance on writing consent forms and to provide a template for Privacy Notices
GDPR_5.0	Data Processors	Aimi Brookes / Veritau	30-Apr-2018		<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 25%	Contracts Team are reviewing suppliers and contracts register to identify data processing activities. They will then write out to these partners with an information statement. They will seek to vary high risk contracts.
GDPR_6.0	Information Rights	Caroline Fleming / Veritau	30-Apr-2018		<div style="width: 20%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 20%	Veritau to supply the Legal team with process maps based on the Information Governance policy suite. These will be available on the intranet.  Data & Systems team looking at options to send information securely electronically. Veritau to provide guidance on secure redactions.
GDPR_7.0	Information Security	Michelle Dinsdale / Caroline Fleming	30-Apr-2018		<div style="width: 33%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 33%	This forms part of the Policy Suite that is currently being reviewed and the process maps that will be supplied by Veritau
GDPR_8.0	Training & Awareness	Andrew Crabbe / Caroline Fleming	25-May-2018		<div style="width: 16%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 16%	Dates for mandatory staff training have been scheduled and circulated.
GDPR_9.0	Roles & Responsibilities	Gillian Marshall	23-Feb-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	Completed
GDPR_10.0	DP Bill - competent authority	Caroline Fleming	08-Jun-2018		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%	Currently under review
GDPR_11.0	Additional Controls	Lead Officers / Veritau	25-May-2018		<div style="width: 16%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 16%	Currently under review

