

Data protection roadmap

	May-2016	Jun-2016	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018					
INTERNAL SPC PLANNING / STAFFING	SPC GDPR training and familiarisation, inc. BCS qualification update																													
	IPC role rebalancing					IPC (EP) external training (PDP conf.)	Asst.Dir & IPCM external training				IPC (EP) external training (ICO & HE-FE group)	IPC / ICA GDPR info sharing		IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing	IPC / ICA GDPR info sharing				
LIAISON & COMMS	GDPR webpage - add regular updates																													
	Review of outstanding queries (with DP)	GDPR webpage	DP contacts network initial set up			All-staff info compliance email (inc. GDPR info)		REN briefing CIS meeting and GDPR briefing for Board	S-REC GDPR briefing		1st DP contacts group meeting	DP contacts 0315 Group set up		GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	GDPR lunchtime briefing	Data protection & filming/photography webpage (e.g see Bath)			
ROPA	Records of Processing Activities and asset register: planning and undertaking																													
			Initial questionnaire draft							Pilot informal DP audit (LTS)			ROPA Pilot - Send out	create DP audit documentation	investigating data asset mapping software															
PRIVACY NOTICES	prospective student / applicant privacy notice																													
	Alumni notice	Student notice revision			follow up on alumni notice if no response								Online registration task DP wording amendment	Alumni notice revision	Sportspark PN	Staff notice review	privacy notice review											Review of Heray PNs		
SAR & OTHER RIGHTS	Review SAR procedures and check they are in line.																													
BREACH MANAGEMENT	Summary of breaches for ISSC																													
	Review past breaches with DP (check documentation complete & no action required)	Complete DP complaint	Set up data breach web page																								Conclude work on blue bin breach	Review breach procedures & guidance	Check procedures are in line with GDPR, including OOH	review data breach web page
DATA SHARING	Data sharing web pages																													
	DPA revision	Review of outstanding queries	Data sharing agreement checklist																									contact M&R re. revised DPA?	Review and logging of data sharing agreements	s.29 notice review - how/where are these received and how do we handle them? What do we need to consider under GDPR/directive?
POLICY & LEGISLATION REVIEW	monitoring ICO & Article 29 Working Party (EDPB) advice and publications																													
																												Gap analysis	Review DP policy	
PIA																													DPIA integration work	
IT SEC. PROJECT																														

Risk:
Low Medium High

Key:
complete task
partially complete task
overdue task