

Staff checklist for the General Data Protection Regulation (GDPR) compliance

This is initially a working document where you can record outstanding actions while working towards completion.

All actions on this checklist must be completed by each staff member and a copy sent to HR@mopac.london.gov.uk by 31 August 2018, after you have attended the mandatory GDPR training. The line manager is responsible for signing to assure that this been carried out.

Staff Member: *I can confirm I have completed and understand all the actions below to the best of my knowledge*

Name:.....

Signature:.....

Date:

Team:

Line Manager: *I can confirm that my member of staff has completed and understood the actions below to the best of my knowledge*

Name:.....

Signature:.....

Date:

Next review date – one year from signature

Area of compliance	Task	Status	Follow up action
Awareness	I am aware that the GDPR is effective as of 25 May and as an employee of MOPAC I am required to comply with it I am aware that GDPR covers personally identifiable information only and I know what personally identifiable information includes. More information		
Information you hold	Shared drives - I understand which folders my team are responsible for		

	Please list the folders at the highest level of hierarchy, or create a team spreadsheet and send it to sara.cain@mopac.london.gov.uk This will be fed into MOPAC's Information Asset Register		
Information you hold	Shared drives – To the best of my knowledge my team and I have removed all un-necessary personally identifiable information from the folders listed above (discuss with team and line manager)		
Information you hold	Shared drives – I understand that all personally identifiable information that I need to be kept must be listed in the Information Asset Register (held by the GDPR Project Manager and Data Protection Officer)		
Information you hold	Shared drives – I understand that all new personally identifiable information must be listed in the Information Asset Register (held by the GDPR Project Manager and Data Protection Officer)		
Information you hold	Personal drive – My personal drive does not hold any MOPAC files (personal drives can be used for PDRs and contracts etc)		
Information you hold	Desk top – My desk top does not hold any files		
Information you hold	SharePoint – I understand that I must remove un-necessary personally identifiable information from SharePoint that I put there (corporate records must be kept)		
Information you hold	Data you hold – I know what personal data I hold and use the Retention Review and Disposal Policy to effectively retain and delete it		
Information you hold on non MOPAC systems	Data you hold – If I hold data on systems that don't belong to MOPAC, such as Met systems, I know their policies and procedures and are following them		
Information held about you	HR – I have read the MOPAC Staff Privacy Notice regarding the information MOPAC holds about me and I understand what it holds, why, and how it is held		
Lawful basis	Data you hold – My team and I have documented the lawful basis for the personal data we use and hold (this can be added as a column in the Information Asset register)		

Lawful basis and compliance	Projects you manage – My team and I have gone through the projects we manage, defined the lawful basis and ensured they are GDPR compliant and documented this		
Consent	Consent – I understand when consent needs to be relied upon and how to gain it lawfully. More information		
Consent	Consent and group emails – I know to use Pure 360 as the MOPAC tool to send group emails (Speak to the external relations team to gain access)		
Policies and procedures	Policies and procedures – I have read and understood the MOPAC Information Governance Policy and enact it and use it		
Individuals' rights	Rights – I know what rights data subjects have and how they apply to my work		
Data Protection Officer	DPO – I know that MOPAC's Data Protection Officer is James Bottomley and Sara Cain is the GDPR Project Manager and they should be contacted with any queries on GDPR and for advice on DPIAs		
Data breach	Breach – I know that I must report all data breaches, as soon as I identify them, to the DPO, who will go through MOPAC's breach procedure		
Data Protection Impact Assessments	DPIAs – I know that a Data Protection Impact Assessment must be completed and signed off for all new projects and all projects that use personally identifiable information. The purpose of this document is to understand risks to individuals and minimise them. The template and further information is available on the ICO website		
Supplier compliance	Suppliers – All suppliers I work with have confirmed their compliance with GDPR in writing and I have saved this in to the appropriate folder in the S-drive		
System compliance	Systems – All bespoke systems I manage or work with have been confirmed as GDPR compliant		
Subject Access Requests	Subject Access Requests – I know these should be passed to the Information Governance Manager via foi@mopac.london.gov.uk		

Freedom of Information	Freedom of Information Requests – I know that these should be passed to the Information Governance Manager via foi@mopac.london.gov.uk		
Privacy information	Privacy information – I am aware of MOPAC's privacy statement . The statement covers the work my team and I do with personally identifiable information and I share it with individuals so they know what we do with their information		
Children	Children – If my work involves children I know that I need to speak to the DPO or GDPR Project Manager to ensure the right GDPR safeguards are in place		
International	International – If my work involves sharing personal data outside the EU I know that I need to speak to the DPO or the GDPR Project Manager to ensure the right safeguards are in place		
Training	I have attended the MOPAC 'Living the Information Governance Policy' training session and understand there will be an annual training requirement		

All supporting documentation for GDPR can be found on [SharePoint](#).