WORK STREAM 1
GOVERNANCE
Audits, gap analysis and project plan per entity/activity
Data Protection Officer Role & Nomination
DPIA procedure & methodology (depending on Entity)
Information Security documentation: review per entity
Identity and Access Management & procedure: review per entity
Transfers outside EEA policy, procedure & templates
Privacy by design policy, procedure & template
Security Monitoring
Data protection policy (DPO, Data Protection Office, governance, reporting)
Data breach procedure, processes, logs & forms
Confidentiality guidelines: review
Statistics Policy, Procedures & Safeguards
WORK STREAM 2
REGISTERS
Data mapping methodology
Registers per entities & activities
Data Dictionary
Audits per entities
Data mapping/Data flows completion
Registers update procedure
WORK STREAM 3
CLIENTS
Templates adaptation (new clients)
Legal review (current clients)
Communications (informal)
WORK STREAM 4
VENDORS/ PARTNERS
Methodology (questionnaires, templates addenda and/or DPA)
Integration of our vendors/ partners in data mapping (including identification of transfers outside EEA)
Implementation
WORK STREAM 5
TRAINING
Training: training policy, training material creation, training delivery
Awareness: Internal communication plan
Securex GDPR Roadmap