**GDPR Compliance Check List**

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| **No** | **Issue** | **Goal** | **Tip** | **What we have done** | **Outstanding** | **Complete** |
| 1 | **Team awareness** | Ensure all volunteers in the Scout group have an awareness and understanding of the new GDPR rules. | Attend a GDPR awareness workshop (look out for details on the County website)  |  |  |  |
| 2 | **Data Protection Lead** | Ask someone to take the lead for Data Protection and GDPR compliance for your Scout Group. | A role description is available in step 3 of our GDPR toolkit. |  |  |  |
| 3 | **Privacy notices** | Ensure all ‘customer’ notices online and in paper form are GDPR compliant. | Use the template in our GDPR toolkit. |  |  |  |
| 4 | **‘Customer’ Consent** | Where applicable, ensure all ‘customer’ consent wording online and in paper form are GDPR compliant | Suggested consent notices are available in our GDPR toolkit. |  |  |  |
| 5 | **Data Mapping** | Map how all data flows into and out of the group. | Use the data flow tools in our GDPR toolkit. |  |  |  |
| 6 | **Data Audit** | Carry out an audit of the personal data you hold and why. | Use our audit template in our GDPR toolkit. |  |  |  |
| 7 | **Identify your ‘lawful basis’ for collecting personal data** | **Identify**why you havepersonal data and how you use it. | See our GDPR toolkit for more information. |  |  |  |

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| **No** | **Issue** | **Goal** | **Tip** | **What we have done** | **Outstanding** | **Complete** |
| 8 | **Review your data security** | Give consideration to the security processes you have in place when collecting, managing and transferring the data you collect and put the necessary safeguarding in place. | Use our security measurers template in our GDPR toolkit. |  |  |  |
| 9 | **Dispose of data you no longer need** | **Delete/destroy (shred) personal data you no longer need.** |  |  |  |  |
|  10 | **Have a plan in place to action people’s rights** | **Have a plan in place** in case people use their rights regarding the personal information you hold about them. | Use the templates in our GDPR toolkit. |  |  |  |
| 11 | **Data Breach plan** | **Develop a process** to make sure you know what to do if you breach data protection rules. | Use the templates in our GDPR toolkit. |  |  |  |
| 12 | **Keep a record** | **Keep a clear, up to date record of the steps you have taken and measurers you have put in place.**  | Use a combination of the templates in our GDPR toolkit to do this. |  |  |  |

**Our online toolkit, can be found at** [**www.southlondonscouts.org.uk/gdpr**](http://www.southlondonscouts.org.uk/gdpr)

**The toolkit will guide you through each of these areas and will point you in the direction of our tools, resource and templates to help you easily tick off each one!**