

Top Ten Data Protection Tips

Item	Category	Description
1	Master Your Data Universe	Make sure you know what data you hold, where it is and with whom you are sharing it. You should do a data flow map and review and update this on a regular basis. This applies to B2B and B2C organizations
2	Risk Assessment Adventure	Make sure you understand where risks could arise, and what level of risk you are prepared to run. Document your decisions around your level of risk appetite
3	Policies and Procedures Blueprint	Ensure you have all the legally required policies and processes in place and that they are reviewed, updated regularly
4	Busting Overconfidence Myths	Do not assume that all your organization is not likely to attract attention from the regulator or from threat actors who want to “attack” you, or customers who want to know what you are doing with their personal data. All organisations should operate with appropriate data protection and cyber security protocols
5	Third-Party Supply Chain Shield	Check with all organizations or individuals with whom you interact, share and collect data to ensure that they have the right security protocols in place. This can be done via a Security Questionnaire which you require them to complete.
6	Data Sharing Strategy	Make sure you have a suitable data sharing agreement in place if you are sharing your data with any other organization, such as a sponsor and / or a supplier
7	Cross-Border Compliance Navigator	If you are operating in more than one state, and / or more than one country, or have clients, sponsors, suppliers in more than one country or state, make sure you are operating within the appropriate data protection laws
8	EU / UK representation	If you are operating in the EU and UK, do not have a legal entity there, and have members, customers, clients there, you may need a representative in those regions who acts on your behalf in data privacy matters when dealing with regulators and or customers who are resident there.
9	WISP Compliance Check	The Written Information Security Program is a legally required document in many states. Make sure you have this document which is a publicly available statement demonstrating that you have the correct data protection policies and procedures in place.
10	Comprehensive Data Protection Training	Ensure that all staff (including the board and senior management) are regularly trained, and understand their obligation under Data Protection Law which applies to their daily work