

Appendix C Comms Action Plan for General Data Protection Regulation

10 November 2017

Gavin Thomas/Sally Brooks

Action needed	Resource needed	Timescale	By whom	Completed
Develop internal comms on intranet	Comms and ICO 12 steps text. On in brief.	25 Nov 17.	Gavin/Sally	Rescheduled to go out week following Xmas market.
Reminder on GDPR and on AD approved clean-up for January of electronic storage.	Comms. On in brief.	Before Xmas period-week of 18 th Dec 17	Gavin/Matt	
Reminder on GDPR and that managers are now fully trained and issue to all staff checklist for Information Asset Owner's. Run down on headlines of GDPR.	Comms on in brief.	25 Jan 18	Gavin/Sally	
Reminder on GDPR countdown and data breach time scales.	Comms on in brief.	23 Feb 18	Gavin/Sally	
Reminder on GDPR article on Privacy Notice and consent.	Comms on in brief.	23 March 18	Gavin/Sally	
Reminder on GDPR and something on changes to individuals' access to info rights. How to deal with if received	Comms on in brief.	25 April 18	Gavin/Sally	
GDPR is here, we are ready!	Comms on in brief.	25 May 18	Gavin/Sally	

Target: Review meeting to take place on 14 Dec 17