



THE OFFICE OF THE DATA PROTECTION COMMISSIONER

The Data Protection (Bailiwick of Guernsey) Law, 2017
("the **Law**")

Ensuring Compliance with the New Law Checklist

- Read up on the Law. ([link](#))
- Your board or management team need to lead from the top.
- Add data protection to your risk register.
- Know your data. Treat the data you process as you would any other item of value. What do you have? Where is it? Who has access to it? What are the policies and procedures surrounding it? A comprehensive [data audit](#) is fundamental.
- Determine which lawful processing conditions you rely on for each area of processing. ([link](#))
- Document your processing. ([link](#))
- Look at each data collection point you have and ensure you provide detailed information about the processing ([link](#)) and if you are relying on consent, refresh and update the wording if required. ([link](#))
- Ensure data protection is covered in your staff contracts and handbook.
- Ensure all your staff understand their responsibilities.
- Review security around all your data, both electronic and hard copy.

- Be aware of the new data breach reporting requirements. ([link](#))
- Review all relationships you have with third parties where data is involved. Review and update the contracts you have with them.