

YOUR LOGO  
MICRO BUSINESS  
GDPR COMPLIANCE MANUAL



INDEX

Foreword  
Project Plan  
GDPR Overview for Business Owners  
KEY GDPR Highlights

**Reference Documents**

Reference documents contained in this section are drawn under licence from ICO, GCHQ and ACAS  
[Copy of "Open Government Licence" to cover the inclusion of the ICO and GCHQ National Cyber Security extract reference documents in the manual](#)

**1 Data Protection**

Overview  
ICO Guidance on Data Protection Officers  
Data Protection Officer Responsibilities  
Data Protection Law Review Procedure  
ICO Guidance on Data Protection by Design and Default  
GCHQ - National Cyber Security Centre Guide on Cyber Essentials for your Organisation

**2 Lawful Bases for Processing Personal Data (overview and internal reviews)**

Overview  
ICO - Lawful Bases for Processing  
[Company Names'](#) Procedures for any business processes involving the processing of personal data  
Legitimate Interests Assessment Template  
a) Asset mapping, GAP Analysis, Data Security Risk Assessment  
b) Privacy Impact Assessment (PIA) Template and ICO Key Points on PIA's  
c) Website GDPR statement and master "Consent" letter for Clients/Customers  
d) Master Supplier Due Diligence letter and questionnaire, Template Third Party Supplier Agreement. Completed Due Diligence forms, copies of any supplier contracts/third party supplier processor agreements  
e) [Company Names'](#) Revised internal forms accommodating the GDPR

**3 Policies and Procedures**

Overview  
a) **General**  
PRIVACY NOTICE  
Data Protection Policy  
Privacy Impact Assessment Procedure  
Data Portability Procedure  
Policy on Transferring of Personal Data to Third Party Countries/Organisations  
Data Subject Access Request Procedure  
Data Subject Access Request Record Form  
Complaints Procedure  
Professional Standards Authority – sample Retention and Disposal Policy  
Secure Disposal Procedure

Company Name

Company Address

Company registration no

MICRO BUSINESS  
GDPR COMPLIANCE MANUAL  
INDEX CONT...



b) **Consent**

Consent Procedure  
Ongoing Client Consent Letter and form  
Ongoing Supplier Due Diligence letter and form  
Withdrawal of Consent Procedure  
Data Subject Consent Withdrawal Form  
Children - Parental Consent  
ICO Guidance on Children

c) **Director/Sub Contractors**

IT Policy (incorporating rules on acceptable internet and email use)  
GDPR Record Sheet

4 **Data Breach / Breach of Privacy**

Overview

ICO Guidance around Dealing with a Personal Data Breach

Internal Procedure for Reporting Weaknesses, Events and Personal Data Breaches

Internal Data Breach Notification Form/Register

Personal Data Breach Notification Procedure

ICO Data Breach Notification Form

<https://ico.org.uk/media/for-organisations/documents/2258298/personal-data-breach-report-form-web-dpa-2018.doc>