

PROJECT OVERVIEW REPORT

GENERAL DATA PROTECTION REGULATION (GDPR)	Report Date	Report No:
Project team: Amanda Hyde, Stephen Budd, Malcolm Tyrer, Emma Mayall and Victoria Plackett	31/08/2017	1

PROJECT OBJECTIVES AND TIMESCALES	
Timeframe:	August 2017 – 30/06/2018
Objectives:	<ul style="list-style-type: none"> - We are compliant with the new GDPR - We have delivered the GDPR requirements - We are assured that our employers, partners and contractors are also compliant with GDPR

MILESTONES AND NEXT STEPS				
Progress against recent key milestones and / or next steps		Deadline	Leading Officer	Status
Work stream 1	PLANNING AND PREPARATION			
	Project team and resource plan	31 Oct 2017	Amanda Hyde	○ In progress
	Establishing governance arrangements	30 Jun 2018	Emma Mayall	Awaiting start
	Project scoping and timeline	30 Sept 2017	Stephen Budd	Awaiting start
	Stakeholder engagement plan and training	31 Oct 2017	Malcolm Tyrer	Awaiting start
Work stream 2	DATA IDENTIFICATION AND ASSOCIATED DOCUMENTATION			
	Data identification and scoping	28 Feb 2018	Victoria Plackett	Awaiting start
	Management of policies, contracts and agreements	24 May 2018	Emma Mayall	Awaiting start
Work stream 3	INFORMATION WE HOLD – DATA DISCOVERY, RETENTION AND COMMUNICATION			
	Data analysis	30 Apr 2018	Victoria Plackett	Awaiting start
	Identification of risks	30 Jun 2018	Stephen Budd	Awaiting start
	Communication plan	30 Jun 2018	Malcolm Tyrer	Awaiting start
	Obtaining assurance and consent	30 Jun 2018	Amanda Hyde	Awaiting start
Work stream 4	ASSURANCE AND REVIEW			
	Obtaining external assurance	30 Jun 2018	Amanda Hyde	Awaiting start
	Process review plan	30 Jun 2018	Stephen Budd	Awaiting start
	Project sign off	30 Jun 2018	Emma Mayall	Awaiting start
Issues/high level risks arising and their impacts on the project	1.	Risk *		
	2.	Risk *		
	3.	Risk *		