



STRATEGIC GDPR PLANNER



KoffeeKlatch
Getting people working

Your Gift from KoffeeKlatch & EB Secretarial Solutions



*EB Secretarial
Solutions Limited*

Strategic GDPR Planner

You've heard of GDPR. Becoming compliant with the new regulations can seem overwhelming and complicated at times. KoffeeKlatch, our business colleagues, have put together this handy planner to help you get your GDPR ducks in a row.

When you map out:

- Your clients and prospects personal data
- Sensitive data your business may hold
- Your Trail of Consent
- The Next Steps

...You'll experience less stress, and have more time on your hands to focus on your business. You can also give this planner to your VA completed and ask her to help collate the data and the systems that you will need to be GDPR compliant.

It all starts with the plan!

When you comply with GDPR you'll be able to:

- Rise in your industry as the go-to expert in your field
- Capitalise on your reputation and brand
- Attract better clients as they know you protect their details
- Obtain consent where you need it to do business with clients
- Promote your business legally!

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PLANNING: EVALUATE WHAT DATA YOU HAVE

Evaluate	Answer
What personal data do you have in your business?	<input type="radio"/> Names
	<input type="radio"/> Addresses
	<input type="radio"/> Phone numbers
	<input type="radio"/> Emails
	<input type="radio"/>
	<input type="radio"/>
What sensitive data do you have in your business?	<input type="radio"/> Gender
	<input type="radio"/> Sexuality
	<input type="radio"/> Medical
	<input type="radio"/> Religion
	<input type="radio"/>
	<input type="radio"/>
Where is this data stored?	<input type="radio"/> Computers
	<input type="radio"/> Mobile devices
	<input type="radio"/> Paper files
	<input type="radio"/>
	<input type="radio"/>
Have you encrypted devices where this data is accessed?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>
Have you got up to date privacy policies?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>
Do you have up to date terms of business?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>

PLANNING: WHERE IS YOUR DATA HELD?

Evaluate	Answer
Where is your client data held?	<input type="radio"/> Location
	<input type="radio"/>
	<input type="radio"/>

Strategic GDPR Planner

Is your data held on EU servers?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>
If in the USA, is your client data protected by the Privacy Shield agreement?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>
Do you have a single document with data locations and security details, for ease of access?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>
Who processes the data in your business (internal and external team)	<input type="radio"/> VA
	<input type="radio"/> Business Partner
	<input type="radio"/>
	<input type="radio"/>
Do you have contracts with all the people who process your data?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
	<input type="radio"/>

If you are missing any contracts or policies, you can get them from [KoffeeKlatch here](#)

PLANNING: TRAIL OF CONSENT

Evaluate	Answer
Are your privacy policies readily available on your website?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
When someone joins your email list, do they know what type of content you will be sending?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>
How do you prove someone chose to join your email list?	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
Could you prove to a 3 rd party that someone gave you permission to email them?	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/>

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ADDITIONAL RESOURCES

[Thrive Leads](#) - Enables you to fully customise your subscription boxes

[Siteground](#) - Website hosting that allows you to choose hosting in the UK and offers good security options.

[Koffee Klatch](#) - Everything you need for your business when working with freelancers.

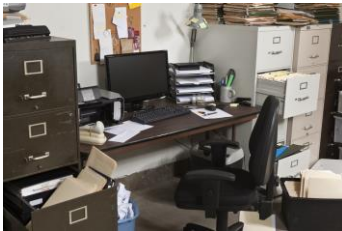
[Comodo](#) - Email signature, reassure the recipients of your emails, that they are from you.

[BitLocker](#) - Secure your external and hard drives as well as your USB devices

WORK WITH ME?

EB Secretarial Solutions are currently offering the following GDPR Packages

Initial GDPR Audit



Starting from £350.00

[More Info](#)

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Data Cleansing



Starting from £250.00*

[More Info](#)

[Book Now!](#)

Mailing List Consent

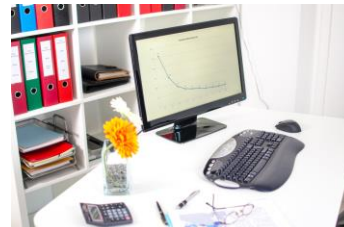


Starting from £200.00*

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Systems & Procedures Review



Starting from POA

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