



## **The MAZE Group CiC Our Approach to GDPR**

1. Data Protection Officer will need to familiarise themselves with all requirements, policies and regulations regarding subject access requests.
2. Staff/Volunteers – will need relevant policies. Initially anticipate these to be:
  - a. Privacy Notice
  - b. Acceptable Use AgreementRecommend staff/volunteers sign to say they have received and read these.  
Update Volunteers Handbook to cover GDPR.
3. Email footer – to be extended to include details around the MAZE Group being GDPR compliant. Link back to website for Privacy Policy.
4. Full audit to be undertaken of what information we store, and where this is stored. Can anything be deleted/removed?
5. Website details. Will need to liaise with Target Marketing around security of accessing.
6. Website needs adapting to clearly show policies:
  - a. Privacy Notice
  - b. Cookies Policy – do we capture cookies – if so, we will need to say this on the website (pop up) and direct users to the Policy.
7. An audit to be undertaken every 6 months. Checklist to be prepared regarding what needs to be checked. Need evidence of adequate firewall installed on pcs/laptops for staff/volunteers.
8. Service Level Agreements to be updated and signed confirmation received that they comply with GDPR.
9. Emails – inboxes/folders need to be cleared of irrelevant information. Rules to be set for deleted and sent items – automatically delete after one month. To be put in place by all staff/volunteers.