



Welcome to *Privacy Matters*: Confused about the GDPR? Have you been told to make your business GDPR-compliant but do not know where to start? The GDPR team at Katten has created a simple step-by-step guide for achieving and maintaining compliance:

## 10 Steps to GDPR Compliance

- 1 > List the types of personal data being processed.
- 2 > Record the sources of that personal data. 
- 3 > We help you to establish the legal basis for lawful processing.
- 4 > Draw up a list of vendors and what personal data you send out and where, and prepare data flow map.
- 5 > We check your agreements with third parties to assess your GDPR obligations. 
- 6 > We work with you on your policies regarding handling, retention and protection of personal data from employees and third parties, and responding to data breaches.
- 7 > We draft GDPR and data protection wording for agreements with third parties.
- 8 > We train you on conducting regular audits on the data retained and dealing with subject access requests, and we help train your staff on your data protection obligations and data incident responses.
- 9 > You retain records to demonstrate compliance with your data protection obligations. 
- 10 > We work together to evaluate ongoing compliance, address new types of personal data processing that you undertake, and address new regulatory and legal developments.

**Key**    Your steps    Our steps    Joint steps

Stay tuned to receive further infographics explaining each of these obligations, starting with the different kinds of personal data and where it originates.

If you have questions about the GDPR or about the topics covered in *Privacy Matters*, please contact any of the following Katten attorneys:



**Christopher Hitchins**  
+44 (0) 20 7776 7663  
christopher.hitchins@kattenlaw.co.uk



**Sarah Simpson**  
+44 (0) 20 7770 5238  
sarah.simpson@kattenlaw.co.uk



**Alan D. Meneghetti**  
+44 (0) 20 7770 5232  
alan.meneghetti@kattenlaw.co.uk



**Brigitte Weaver**  
+44 (0) 20 7770 5235  
brigitte.weaver@kattenlaw.co.uk

This email is sent by Katten Muchin Rosenman UK LLP, a Limited Liability Partnership of Solicitors and Registered Foreign Lawyers registered in England & Wales, regulated by the Law Society.

Attorney Advertising

Reply Address: Paternoster House, 65 St Paul's Churchyard, London EC4M 8AB

Tel: +44 (0) 20 7776 7620

Fax: +44 (0) 20 7776 7621

Website: [www.kattenlaw.co.uk](http://www.kattenlaw.co.uk)

Email: [info@kattenlaw.co.uk](mailto:info@kattenlaw.co.uk)

This email and any files transmitted with it is confidential and intended solely for the use of the person to whom the email is addressed or in the case of an erroneous email address being used, the person to whom it is clear the email was intended. Any unauthorised dissemination, use, copying or editing of this email or its attachments or the information contained therein is strictly prohibited and may be illegal. If you have received this email in error please notify the Office Manager on +44 (0) 20 7776 7628 and delete it from your system.