

Checklist for Higher Education

1.

Learn and understand the GDPR.

2.

Map your information and audit your data—what data do you have and where is it located?

3.

Develop and update your privacy notices.

4.

Understand and adopt controls to address individual rights to be informed, access, rectification, erasure, restrict processing, data portability, object, and in relation to automated decision-making and profiling?

5.

Understand your legal basis for processing—identify minimum data needed and why.

6.

Perform a Privacy Impact Analysis.

7.

Understand how to manage consent—you must have a person's consent to have and process their data.

8.

Develop procedures for data security and breaches—do you have GDPR-required controls in place?

9.

Assign a data protection officer.

10.

Develop procedures for data transfers—how is data provided and how do you send it back if requested?