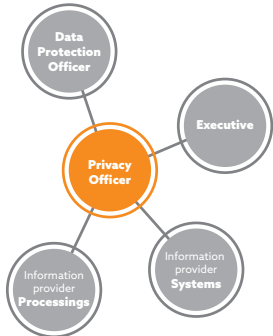




# Legal juggler

## Privacy Officer



	Initiate	Discovery	Investigate	Analyse	Refine
Description	Every thing is being prepared to start inventorising, determining risks and improve the activities of the organisation in light of the GDPR.	All the activities in the organisation are mapped out to get a global sense of what is going on in the organisation.	To get to the bottom of all the activities more in-depth information is acquired from employees of different branches and levels of the organisation.	The information provided is being checked and inventorised after which risk assessments on multiple levels are performed.	The results of the risk assessments are processed by determining and implementing changes to the organisation and its activities.
Personal Goal	Set up a digital work environment suiting all the activities for GDPR compliance.	Map out the entire organisation to identify all the systems and processings	Collect indepth information about each system and processing in the organisation	Inventorise all the systems and processings and determine GDPR compliance risks.	Determine and implement changes to the activities of the organisation.
Tasks	<div><div>1. Learning</div><div>1.1 Go through all the information that the initial onboarding-flow provides.</div><div>2. Setting up</div><div>2.1 During the same onboarding-flow, provide the software with details about the organisation.</div><div>2.2 Familiarise with the software a bit more by clicking around and checking out views and flows.</div></div>	<div><div>1. Getting an overview of activities</div><div>1.1 Fill in a wizard which purpose is to identify what the Privacy Officer knows and does not know about the activities of the organisation.</div><div>1.2 Determine which steps are needed to fill in the knowledge gaps concerning activities.</div><div>2. Identifying systems and processings</div><div>2.1 Complete an overview of which systems and processings are used within each activity with the help of employees that have in-depth knowledge of these activities.</div><div><div><div>Privacy Officer</div><div>Information provider Processings</div></div><div>2.2 Complete an overview of all systems present in the organisation in order to establish that all systems are being used and no unnecessary systems are being maintained.</div><div><div><div>Privacy Officer</div><div>Information provider Systems</div></div></div></div></div>	<div><div>1. Call for in-depth information</div><div>1.1 Identify for each system or processing whom to ask the in-depth information.</div><div>1.2 Invite those people to give the information through the software.</div><div><div><div>Privacy Officer</div><div>Information provider Systems</div><div>Information provider Processings</div></div></div><div><div>2. Collect the information</div><div>2.1 Oversee the process of providing the information.</div><div>2.2 Gradually retrieve all the information.</div><div><div><div>Privacy Officer</div><div>Information provider Systems</div><div>Information provider Processings</div></div></div><div>2.3 Check if the information is complete. If not, check why it is not complete and ask for completing the information.</div></div></div>	<div><div>1. Inventorise</div><div>1.1 Check if the information about each system and processing is lawfully correct.</div><div>1.2 Ask for improved information.</div><div><div><div>Privacy Officer</div><div>Information provider Systems</div><div>Information provider Processings</div></div></div><div>1.3 Inventorise all the systems and processings in-depth.</div><div><div>2. Risk assessment</div><div>2.1 Interpret the risk of the current state of the inventory (with or without an automatic risk assessment).</div><div>2.2 Determine best approach for in-depth risk assessment.</div><div>2.3 Perform in-depth risk assessment (for example a PIA).</div></div></div>	<div><div>1. Summarise and report</div><div>1.1 List all aspects of the organisation that needs improvement.</div><div>1.2 Report to higher management with the findings in order to determine mitigations.</div><div><div>2. Apply mitigations</div><div>1.1 Work together with employees to realise the mititgations.</div><div><div><div>Privacy Officer</div><div>Information provider Systems</div><div>Information provider Processings</div></div></div></div></div>