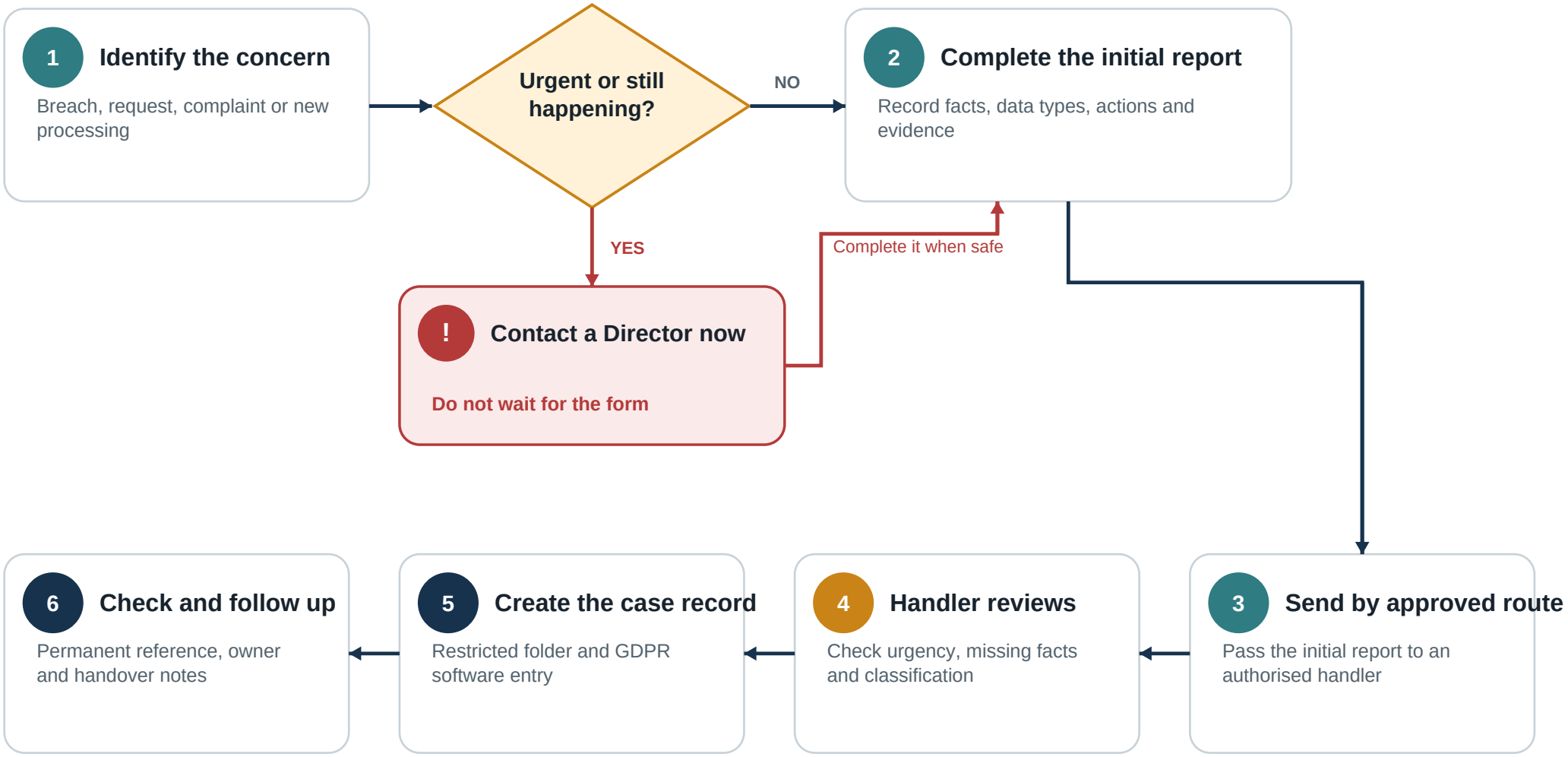
GDPR Reporting Workflow

From first concern to the permanent software record



The initial report starts the process. The authorised handler creates the permanent record.

Who Does What

Roles and records at a glance

Staff reporter

- Report the concern immediately
- Contact a Director if urgent
- Separate facts, estimates and unknowns
- Record authorised actions
- Reference preserved evidence
- Confirm and submit the report

Authorised handler

- Record receipt
- Give immediate instructions
- Assess urgency
- Set the initial classification
- Assign an owner and restricted folder
- Request missing information
- Create and check the software entry

GDPR software record

- Date and time entered
- Classification
- Entered by
- Permanent reference
- Restricted folder reference
- Check and handover notes

Key rules

1. **Urgent contact comes first**
2. **Do not investigate unless authorised**
3. **Use references not unnecessary copies**
4. **The initial form is not the permanent record**
5. **The reporter does not decide the legal outcome**