# Compliance Checklist for Kafico Practices

In response to our customer feedback survey, we were asked to provide a check list so practices were aware of the basic items they need to have in place for GDPR compliance.

[ ]  Our practice is displaying the Kafico Transparency Materials on our site and they include live links rather than the old-style text. The up to date materials look like [this](https://www.becclesmedical.co.uk/practice-information/gdpr/) and should include a link to a section called Children and Young People as well as include the LMC introductory text around COVID.

[ ]  Our practice has made all staff aware of the identity and contact details of the DPO and that they can support with disclosure requests (police, SARs etc), incidents and ad hoc data protection advice.

[ ]  Our practice ensures Kafico is updated of relevant senior staff changes to ensure that compliance activity has continuity

[ ]  Our practice has returned our Processing Activities Log within the last 12 months so that we have satisfied our obligations under GDPR Article 30. If you are not sure when you last returned your log – please email chollis@kafico.co.uk

[ ]  Our practice has downloaded and circulated the Kafico IG Policies available on [MyDPO](https://www.kafico.co.uk/copy-of-policies-and-protocols-1) and we recirculate whenever our DPO advises us of a change to the policies. The policies are stored in a shared space where all staff can easily access them.

[ ]  Our practice has ensured that any member of staff (including clinicians) who are involved with Subject Access Requests have attended the free webinar run by Kafico every 12 weeks. This is advised by the Information Commissioner. To book contact chollis@kafico.co.uk

[ ]  Our practice contacts hcalway@kafico.co.uk to report incidents and complex sharing requests (anything that you might escalate to a senior practice staff member) as we understand that the DPO is required to be involved by law.

[ ]  Our practice reads the Kafico newsletter and attends the DPO workshops to ensure that we are up to date on DPO advice and updates.

[ ]  Our practice notifies Kafico of any potential new suppliers before any contracts are signed and identifiable data shared

[ ]  We contact our DPO prior to a CQC inspection so that they can collate and provide the necessary documents to demonstrate compliance.