

**Cambridgeshire Pension Fund  
GDPR Project Plan**

Stage	Start	Finish	Who	Actions Required	Complete
One	16/07/2018 16/07/2018	16/07/2018 16/07/2018	JW JW	<ul style="list-style-type: none"> <li>• Draft project plan</li> <li>• Liaise with CCC Information Governance Teams for technical support</li> </ul>	16/07/2018 16/07/2018
Two	Pending further information from County Council	TBC	•	<ul style="list-style-type: none"> <li>• Identify data needed for each process</li> <li>• Draft policies and review/update existing (including data sharing agreement)</li> <li>• Review all third party contracts for data sharing and liaise with contractors about changes</li> <li>• Identify relevant policies required –publish when approved</li> <li>• Update website and legal statement, including new joiner information</li> <li>• Engage with LGSS Pensions teams</li> </ul>	
Three	Pending further information from County Council	TBC	CB	<ul style="list-style-type: none"> <li>• For each process, identify data held</li> <li>• Identifying additional/surplus data</li> <li>• Identify any missing data</li> <li>• Set retention periods for each piece of data</li> <li>• Update employers on action taken by the Fund</li> <li>• Seek assurances from third party contractors on actions they are taking</li> </ul>	
Four	Ongoing	Ongoing		<ul style="list-style-type: none"> <li>• Destroy unrequired data</li> <li>• Clean data to be retained</li> </ul>	Ongoing
Five	Pending further information from County Council	TBC	CB	<ul style="list-style-type: none"> <li>• Set retention periods for each piece of data</li> <li>• Highlight action areas for employers to adhere to our processes.</li> <li>• Monitor employer adherence</li> </ul>	
Six	Pending further information from County Council	TBC	•	<ul style="list-style-type: none"> <li>• Staff briefing</li> <li>• Obtain assurance of third parties on data management</li> </ul>	