

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