

Your GDPR timetable



2018

Get your database ready!

Ensure that your fundraising software provider offers a GDPR-compliant update in early 2018.



January

Reach out to your prospects and donors

To get their consent, send them:
1 letter + 1 email



February
March

Collect responses and go a step farther

Record the answers you've received and personally acknowledge those who responded.
Call those who didn't to explain why their consent is important.



April

Report & Review

Pull a report of all the records for which you do not have consent and make sure those people are recorded in a way that wouldn't allow you to inadvertently contact them.



May

GDPR comes into effect

Make certain you are GDPR-compliant by May 25, 2018



Future

Ongoing compliance

Even after May 25, make sure you continue to manage and review your consents to remain GDPR-compliant.