**Brexit Preparations Checklist**

The sections below are examples of some of the areas an organisation should consider in relation to the UK’s exit from the European Union – the events that may occur in the normal operations of an organisation, the potential issues that this could cause and their effects, and some potential solutions to be considered. The final column allows for an update to those charged with the governance of an organisation as to what progress the organisation has made against this.

These are examples only and are not intended to be exhaustive or complete. It is essential that each organisation considers what is pertinent to it and how to mitigate the risks involved.

It is also essential that each organisation remains up to date on any guidance issued at a governmental or EU-level in order that additional risks are considered and any potential macro-level solutions are also recognised.

**Travel to/from EU**

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| **Event** | **Potential Issue** | **Potential Effect** | **Potential Solution** | **Progress** |
| Staff travel | Increased time taken for border checks | * Increase in total travel time to and from EU. * Missed travel connections. * Late for meetings/events. | Ensure that appropriate time is allowed for in all travel planning. |  |
| Insurance cover may no longer be valid | Car insurance not valid so use of own car for business travel not appropriate. Payment of business mileage for travel may expose organisation to liability should incident occur. | Onus on staff to check with own insurer. Organisation should seek and retain confirmation that appropriate cover is in place. Current UK-insurer requirement for ‘Green Card.’ |  |
| Employers’ Liability insurance may not cover employees travel to specific countries. | Organisation to check with insurer that appropriate cover is in place. |  |
|  | Individuals may no longer receive treatment free at point of delivery, as per EHIC card arrangement currently. | Organisation to check with insurer what cover is currently in place should an employee, on work business, require hospital treatment within the EU and consider if additional cover is required/appropriate. Employees to be informed as to what cover in place and whether any additional personal cover may be required, with the onus on themselves to arrange. |  |
| **Event** | **Potential Issue** | **Potential Effect** | **Potential Solution** | **Progress** |
| Athlete/coach travel | Increased time taken for border checks | * Increase in total travel time to and from EU. * Missed travel connections. * Late for events/competitions. | Ensure that appropriate time is allowed for in all travel planning. |  |
| Insurance cover may no longer be valid | Car insurance not valid so use of own car not appropriate. | Onus on athlete/coach to check with own insurer. Current UK-insurer requirement for ‘Green Card.’ |  |
| Individual health insurance policy may no longer be valid to cover sports-related injury. | Onus on athlete/coach to check with own insurer. |  |
| Individuals may no longer receive treatment free at point of delivery, as per EHIC card arrangement currently. | Athlete/coach to check with current health insurance provider what cover is currently in place should they require hospital treatment within the EU and consider if additional cover is required/appropriate. |  |

**Data Protection**

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| **Event** | **Potential Issue** | **Potential Effect** | **Potential Solution** | **Progress** |
| Transfer of data **OUT** of UK (to EEA and other) | * Inability to transfer some, or all, data as is current practice and expectation. | * More than one set of laws to be considered where previously application of GDPR requirements was sufficient. Is the transfer legal/open to challenge? * As the sender, organisation liable to committing an offence. * May affect ability to operate. | * Consideration of where data is transferred to and specific legal requirements of this. * What laws need to be considered? * Does the organisation have offices in the destination jurisdiction? * Update references in all governance records, contracts and privacy notices to the EU/EEA to reflect the post-Brexit position of the UK being outside the EU. * Additional compliance requirements, e.g. appoint a separate Data Protection Officer for both the UK and EU. * Consult with ICO office/data protection specialist. |  |

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| **Event** | **Potential Issue** | **Potential Effect** | **Potential Solution** | **Progress** |
| Transfer of data **IN** to UK (from EEA and other) | * Inability to receive some, or all, data as is current practice and expectation. | * As the recipient, organisation is not liable to committing an offence but would experience any change to the types of data able to be received. * May affect ability to operate. | * Where is the data going to? * What agreements are in place and what laws need to be considered? * Does the organisation have offices in the destination jurisdiction? * Is an Adequacy Decision in place (EC-level)? * Put specific safeguards in place, e.g. adopt Standard Contractual Clauses. * Update references in all governance records, contracts and privacy notices to the EU/EEA to reflect the post-Brexit position of the UK being outside the EU. |  |

**Employment**

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| **Event** | **Potential Issue** | **Potential Effect** | **Potential Solution** | **Progress** |
| Employment of non-UK nationals | * Right to work in UK. * Right to remain in the UK for more than a prescribed number of days per year. * Recognition of qualifications. | * Difficulty in attracting or retaining staff. | * Seek advice re. visas. * Consider whether current posts are covered by the new points based immigration scheme. |  |