

The General Data Protection Regulation (GDPR)

The GDPR is the EU General Data Protection Regulation which will replace the Data Protection Act 1998 in the UK and the equivalent legislation across the EU Member States. Organisations will have to fully comply with the GDPR by 25 May 2018. GDPR has a very stringent data protection compliance administration with severe and rigorously imposed financial penalties of up to 4% of global gross revenue or €20,000,000 – whichever is greater – for non-compliance.

What are you doing about data protection and GDPR?

If you are wondering if and how GDPR will affect your organisation, you need to ask yourself these basic questions:

1. What personal data do you hold?
2. Where is it located?
3. How are you using that data?
4. Can you provide evidence that you have obtained explicit or implied permission to use that person's data in the way that you are?

If you are unsure about the answers to any of these questions, you may want to seek help in preparing for GDPR.

The Information Commissioners Office (ICO) has issued the following guidance on the steps that you should be taking now to prepare for the General Data Protection Regulation (GDPR).

1. Ensure key people in your organisation are aware of GDPR and its impact.
2. Run an information audit to identify what personal data you hold, where it came from and who you share it with.
3. Check your procedures to ensure they cover individuals' rights, including how you would delete personal data or provide data electronically.
4. Review current privacy notices and put a plan in place for making any necessary changes.
5. Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.
6. Review procedures and plan how you will deal with requests within the GDPR timescales.
7. Review how you obtain, record and manage consent. Refresh existing consents now if they don't meet the GDPR requirements.
8. Ensure you have the right procedures in place to detect, report and investigate a data breach.
9. Consider whether you need to put systems in place to verify individuals' ages and obtain parental/guardian consent for data you hold.
10. Gain an understanding of the ICO's code of practice on Privacy Impact Assessments and guidance from the Article 29 Working Party and decide how and when to implement them.
11. Appoint a person in your organisation to take responsibility for data protection compliance and identify where this role will sit within your organisation's structure and governance arrangements. Consider whether you are required to formally designate a Data Protection Officer (DPO).
12. If your organisation operates in more than one EU member state, you will need to determine your lead data protection supervisory authority.

GET IN TOUCH FOR MORE INFORMATION AND SUPPORT FOR GDPR

Contact INSPIRING on 0800 612 3098 or email: info@inspiring.uk.com to chat to one of our team. We will be happy to help by answering your questions and will put you in touch with a GDPR expert.