

GDPR Assistance

What is it?

The General Data Protection Regulation becomes enforceable throughout the European Economic Area, including the UK, on 25 May 2018. It introduces a number of changes to how you use personal data – whether your customer database or your HR/payroll systems – for which all organisations should be ready. Ask us for our Fact Sheet if you would like more detailed information.

What should you do?

You still have time to prepare. Failure to prepare could leave you exposed to investigation by the Information Commissioner, being subject to a range of enforcement powers, massive new fines and significant reputational damage.

How can we help?

There are a number of ways we can assist:

- Review and adjust your **customer & supplier contracts** to address data protection more generally.
- In particular, we can update your **contracts** with your cleaners, archive providers, confidential waste disposal, IT and backup providers.
- Update or help you implement a number of **internal policies** whether these are standalone or form part of your staff handbook:
 - Data Protection Policy to address how you handle data generally
 - Data Classification & Security Policy to address how you classify data and what standards you adopt in relation to them
 - Data Retention (Archiving) & Destruction Policy to identify how long to hold data
 - Data Breach Policy to identify what you should do if there is a breach
 - IT Usage Policy for acceptable use of IT and passwords etc
- Advise on which **locations** you can store your data and to make sure any data transfers are compliant
- We can run a **GDPR workshop** for you in London (our office or yours) for your staff to provide a rundown of GDPR changes and your obligations.
- Adjust your **data collection wording**.
- Advise on **confidentiality agreements**.

What else should you do?

We don't profess we can make you GDPR compliant all by ourselves. You should adopt measures to meet the principles of data protection by "default and design". That's not just a legal process but an examination of how your organisation collects, uses, stores and deletes data.

You need to examine how your organisation handles data. You may need to bring in other consultants if necessary.

For example, do you have appropriate security? Do you have too much data? Is it out of date? Do you have appropriate consents or other justifications for processing the data? Where do you keep it? Do you transfer it? Who has access to it?

How much?

This is not a one-size fits all package. Your needs may be different to someone else's. We're happy to have an initial conversation **free of charge** to discuss what you need. We will prepare a scope of work and budget for you before you spend a penny.