



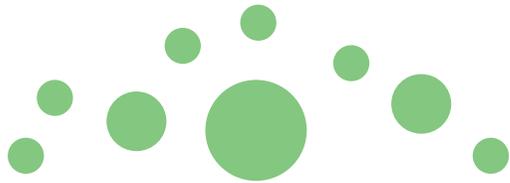
THE GDPR – 5 STEPS TO COMPLIANCE

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WHAT'S IN A NAME?



Regulation (EU) 2016/679
of the European
Parliament and of the
Council of 27 April 2016
on the protection of
natural persons with
regard to the processing
of personal data and on
the free movement of
such data, and repealing
Directive 95/46/EC



General Data
Protection
Regulation



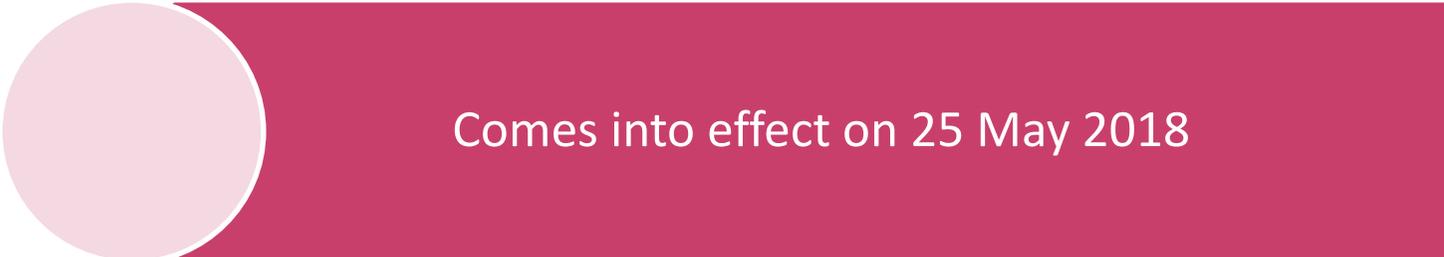
WHY IS THE GDPR SO IMPORTANT?



Overhauls data protection law in Europe



Applies a single set of rules across Europe



Comes into effect on 25 May 2018

NEW OBLIGATIONS

1. **APPOINTMENT OF A DATA PROTECTION OFFICER IN CERTAIN CIRCUMSTANCES**
2. **BUSINESSES MUST BE CLEARER ABOUT HOW THEY USE PERSONAL DATA**
3. **ENHANCING REQUIREMENTS FOR VALID CONSENT**
4. **ENHANCED RIGHTS FOR INDIVIDUALS SUCH AS THE DATA PORTABILITY RIGHT**
5. **TIME PERIOD FOR DEALING WITH ACCESS REQUESTS REDUCED**
6. **MANDATORY DATA PROTECTION IMPACT ASSESSMENTS IN CERTAIN CASES**
7. **DATA BREACHES MUST BE NOTIFIED WITHIN 72 HOURS**
8. **NEW OBLIGATIONS FOR PROCESSORS**
9. **INCREASED PENALTIES FOR NON-COMPLIANCE**
10. **ABILITY TO APPOINT A LEAD SUPERVISORY AUTHORITY**

STEP #1: CARRY OUT A DATA AUDIT

Document what personal data you hold, where it came from, why was it originally gathered, how long will you retain it, how secure is it and who you share it with

Identify (and document) the lawful basis for your processing personal data

Prepare action plan – allocate budget and resources

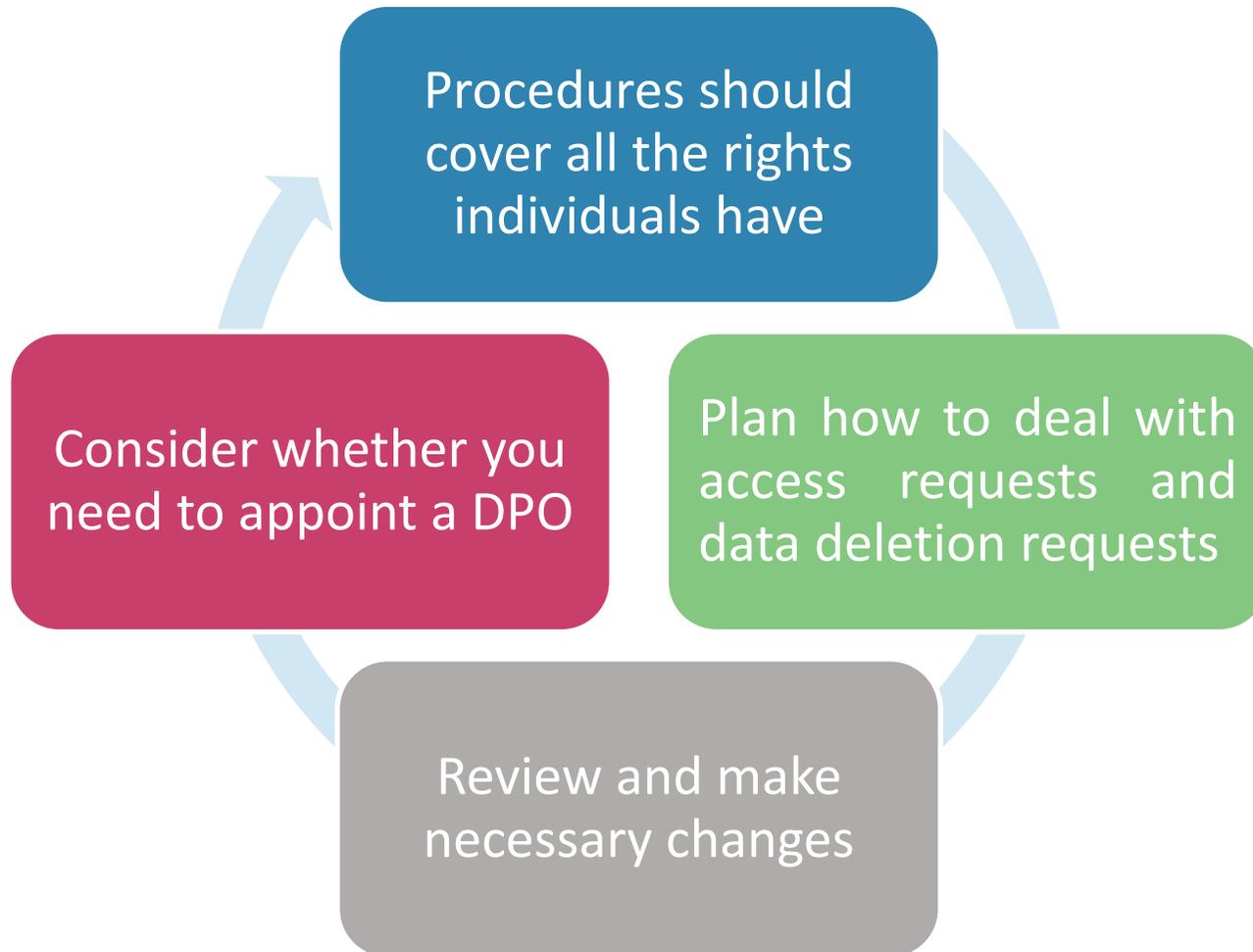
STEP #2: REVIEW POLICIES AND PRIVACY NOTICES

They must include the additional information set out in the GDPR as well as the new rights granted to individuals

The information must be concise, easy to understand and be in clear language

Review and make necessary changes

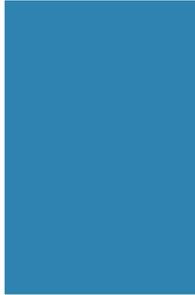
STEP #3: REVIEW PROCEDURES



CONSENT



Review how you seek, record and manage consent



Ensure “consent” is specific, clear, freely given and unambiguous



Positive action required



Right to withdraw consent at any time and must be easy to withdraw as to give consent

STEP #4: PREPARE AN INCIDENT REPORT PLAN

Review procedures to ensure you can detect, report and investigate personal data breaches



Have a clear plan of action



Implement, test and needs to be live by 25 May 2018

STEP #5: SUPPLIERS, TRAINING & CROSS-BORDER

SUPPLIERS

- Review contractual arrangements as it may be necessary to make amendments to comply with the GDPR

TRAINING

- Your employees should be made fully aware of the implications of changes and should be trained in the application of any new policies

INTERNATIONAL

- If your business operates in more than one EU Member State, map out where your business makes its most significant decisions about its data processing activities to determine your 'main establishment' and so, your lead supervisory authority - document this!

