



GDPR:

Your countdown to compliance

What do you need to do now?

- Map your data flows: think about where your data comes from, what sort of data it is and what you are doing with that data.
- Assess the data that you currently hold: is it accurate and up-to-date, what is your lawful basis for processing it, if you rely on consent is this clearly documented?
- Check your security: this applies equally to digital and hard copy data. Is your security appropriate for your sector and your processing purposes, and up-to-date.
- Review and update your documents with specialist input: consider any contracts with suppliers/customers and privacy policies, and if you don't have any, consider whether you now need them. Ensure that internal policies and procedures, including HR policies are reviewed/updated or put in place if not already covered. Consider and seek advice on whether you need any data processing agreements with suppliers or customers.

How to maintain compliance?

- Raise awareness and instigate training: ensure that your employees are familiar with your policies and procedures and how to comply. Even if you don't need to appoint a Data Protection Officer, make sure there is someone who takes responsibility for data protection within your business. Make sure training is regularly updated and refreshed and policies and procedures are reviewed periodically.
- Plan ahead: adopt a privacy by design and data minimisation approach to any new project or activity that involves data processing.

How we can help you

- We are involved in several projects with client businesses which have GDPR at their heart
- Our assistance can encompass:
 - general advice on the impact of the GDPR on your business
 - reviewing and updating existing external policies, e.g privacy policies
 - updating and drafting customer contracts

- advice on dealing with employee data
- drafting internal policies such as data security policies, retention policies, subject access request policies
- drafting data processor/data controller agreements (e.g. data processing agreement)
- specific training focussed on a particular business' needs.

Our GDPR team

If you would like to discuss your compliance obligations and GDPR action plan, please contact one of the team members below or email us at gdpr.enquiries@roydswithyking.com



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