

Data Protection

Are you ready for the General Data Protection Regulations?

The introduction of the General Data Protection Regulations (“GDPR”) which come into effect on **25 May 2018** will increase protection for individuals and require businesses to comply with new obligations to improve transparency in relation to the processing of personal data. A failure to comply may result in substantial fines which can be up to 4% of annual worldwide turnover or EUR20m

whichever is higher, negative PR and a lack of public confidence.

All UK businesses with employees or customers will undertake some element of data processing and as such every business should be implementing a GDPR compliance project.

The key stages in such a compliance project and the support Beaumont Watson can provide include:

Training

It is essential that board members understand the obligations placed on a company by the GDPR and the potential penalties for failure to comply. In addition, all senior managers with responsibility for areas of the business in which data may be processed should be trained on the key provisions of the GDPR to provide them with the knowledge required to enable them to effectively undertake the actions required as part of a compliance project.

It is for this reason, that we recommend implementing training and a workshop at the outset of the project rather than at the end.

Internal Audit

An internal audit will be required to be undertaken to review what personal data is currently held by the company or on its behalf, how and when the data was obtained, what the data is used for, who has access to the data and how it is secured. Once that information has been retrieved it should be inserted into a data processing register.

Copies of existing privacy notices and policies should be collated together with details of any existing data protection procedures and any agreements with third parties which may process data on your behalf.

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Review & Recommendation

Based on the information resulting from the internal audit we will:

- assist you in identifying the legal bases for processing that personal data to ensure these are lawful and appropriate;
- identify areas where current processing may no longer be lawful under the GDPR and where appropriate, identify alternative bases for processing or provide advice on other action to be taken (including advice on data security requirements although we do not advise on implementing technical data security requirements we can recommend data security consultants, if required)
- make recommendations in relation to compliance requirements to be imposed on any third parties with whom you share personal data or which process personal data on your behalf
- advise whether privacy impact assessments will be required to be carried out
- advise whether you need to appoint a Data Protection Officer
- assist you in developing a data retention strategy
- update your data protection policy including the process to be followed in the event of a data breach
- update your privacy notices

Implementation

We will support your internal teams to implement recommendations, processes and procedures in accordance with our recommendations

Ongoing Compliance Reviews

You should implement regular review meetings to check ongoing compliance and identify any breach of process/policy

For advice on data protection compliance please contact Shelley Watson:
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