# Are you prepared for GDPR?

## WHO NEEDS TO COMPLY?

- Any organisation that does business within the European Union (EU)
- Any organisation outside the EU handling EU citizens' personal data

## WHAT DOES IT DO?

- Increases protection for personal data
- Strengthens penalties for non- compliance
- Extends regulatory powers beyond EU borders

**POTENTIAL FINE FOR NON-COMPLIANCE: THE HIGHER OF 4% ANNUAL GLOBAL TURNOVER OR €20m**

# THE NEW EU GENERAL DATA PROTECTION REGULATION (GDPR) WILL IMPACT ORGANISATIONS GLOBALLY

**ENFORCEMENT BEGINS 25 MAY 2018 ARE YOU PREPARED?**

## WHAT DOES IT MEAN FOR INDIVIDUALS?

- Must give consent for their personal data to be processed
- Have the right to be 'forgotten'
- Can request a copy of any data held about them

## 7 TIPS TO HELP YOU COMPLY

1. Ensure data protection safeguards are integral to your products and services
2. Carry out privacy risk impact assessments
3. Be able to demonstrate adequate measures to protect data, including employee training
4. Plan for a breach, including mandatory notification of authorities within 72 hours
5. Have a legal basis for holding and processing personal data
6. Destroy personal data, both paper and electronic, once past its legitimate retention period
7. Appoint a Data Protection Officer

For more information on protecting your workplace, visit shredit.co.uk

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