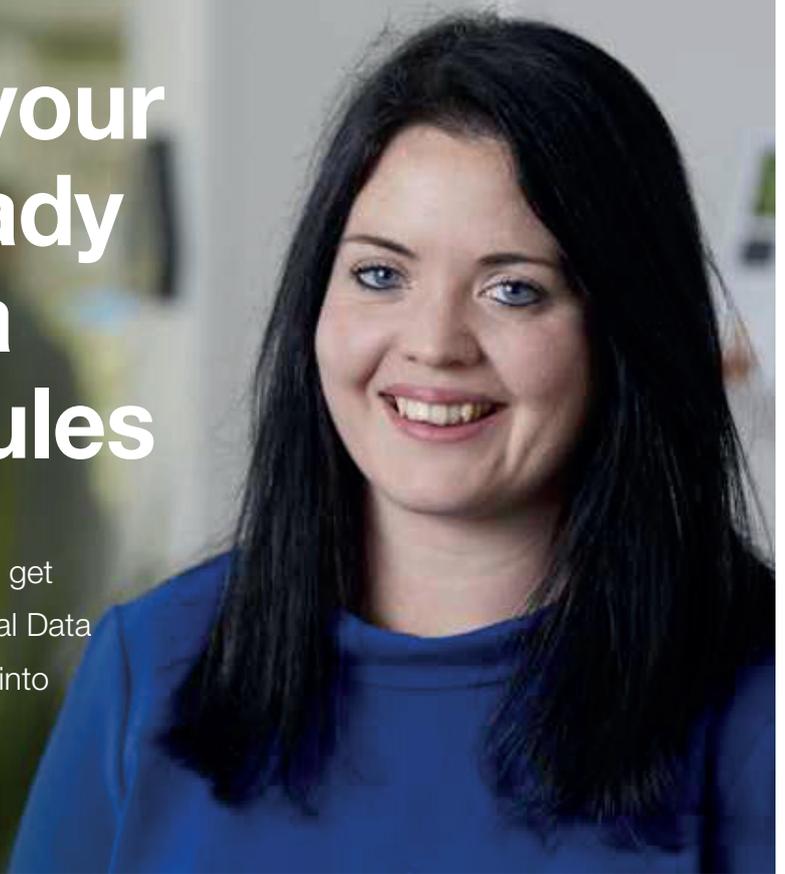


How to get your business ready for new data protection rules

Kirsty McAuley gives her top 5 tips to get your business ready for the new General Data Protection Regulation (GDPR), coming into force on the 25th May 2018.



1 **Review how you hold data now**

A good starting point is reviewing how you currently hold and manage data. This could be personal information on customers, clients or other contacts. Do you understand how this data is held, who can access it and whether or not it is shared with other companies? Understanding how you currently manage data will be vital to ensuring you make the necessary changes to comply with the new regulation. Build in regular reviews and delete old and unnecessary data.

2 **Understand the difference between opting in and opting out**

Under the GDPR, people will generally need to 'opt in' rather than 'opt out' of receiving information from you or third parties. At the moment, for example, some businesses invite customers to tick a box (opt out) if they do not want to receive further information and some online forms include pre-ticked boxes, which need to be unticked. This will no longer be possible when the new regulation comes into force. Now is a good time to start looking at how people currently sign up to receive information from your business and incorporate a positive 'opt in' procedure.

3 **Set up processes for managing data breaches**

The new regulation sets out stricter terms for how a business needs to respond when sensitive or confidential data is accessed by an unauthorised person – accidentally or otherwise. Under the GDPR, businesses must report any data breaches to the Government body responsible for data protection (the ICO) as well as to the individual affected. It will be far easier to manage any breaches if systems are in place to identify when these occur.



Our Offices

We are ideally placed with most of our offices conveniently located in town centres.

Elizabeth House
Castle Street
Truro TR1 3AP
t 01872 246200

St Austell Business Park
Carclaze
St Austell PL25 4FD
t 01726 874700

6B Falmouth Business Park
Bickland Water Road
Falmouth TR11 4SZ
t 01326 318900

6 Cheltenham Place
Newquay TR7 1DQ
t 01637 878111

8 Race Hill
Launceston PL15 9BA
t 01566 770000

4 Bodmin Street
Holsworthy
Devon EX22 6BB
t 01409 253425

10 Windsor Place
Liskeard PL14 4BH
t 01579 347600

The Guildhall
Street-an-Pol
St Ives TR26 2DS
t 01736 339333

49 - 50 Morrab Road
Penzance TR18 4EX
t 01736 362294



4 Work out how to handle data access requests

A key element of the new regulation is that individuals should have the right to access their own data, for free and within a shorter timescale than is currently permitted. It will also allow people to exercise more rights around their data, including an expansion on the right of an individual to be forgotten. Businesses should therefore review how they currently manage any data access requests and consider how they can handle them more quickly and efficiently in the future.

5 Get your teams on board

The success of any business in meeting the new requirements will be dependent on people across the business understanding the changes. Your business may be under a requirement to appoint a data protection officer and so it is best to look at this sooner rather than later. Although the exact form of the national law is not yet known, it would be wise to start awareness raising as soon as possible. Consider who the key people are – particularly at a senior level – who will need to have an understanding of the GDPR and work out what information they need. You can then put a training and communications plan in place.

For advice on preparing your business for the GDPR please contact

Kirsty McAuley

01326 318900

kirsty.mcauley@coodles.co.uk

coodles.co.uk