

BECOMING GDPR COMPLIANT

Everything you need to
know

WHAT DOES THE NEW GDPR LEGISLATION MEAN?

Recently, there have been changes made to the personal data protection regulations in place for all citizens of the European Union. The new provisions mean that there will be a single standard to meet within the EU, which will allow for easier movement of personal data in the EU market.



The regulation takes effect after a two-year transition period and does not require any enabling legislation by the member states' governments. The legislation poses high data security requirements to businesses and may require substantial investment and internal changes to meet them.



Failure to comply can result in substantial fines - up to 4% of annual global turnover or €20 million (whichever is higher) - so make sure you know what's required for GDPR compliance!

THE 6 STEPS TO GDPR COMPLIANCE

1. Identify Your Data

Your first step in preparing for GDPR compliance is to discover what personal data you are storing and using in the company and determine the data sources. It is important to ensure you have access to all personal data so you can create a reliable inventory of it.

Remember, a major requirement of the new GDPR regulation is for organisations to be fully aware of how the personal data they process is stored and used.



2. Isolate EU Data

GDPR defines the control rules for processing several specific categories of data. Be sure to inspect all of your data sources and determine how much of this data can be constituted as personal.

Catalogue your data elements, such as emails, social security numbers, financial information, etc. Consider that GDPR introduces two new types of personal data, to reflect the recent advancements in technology:

- Location Data
- Online Identifiers

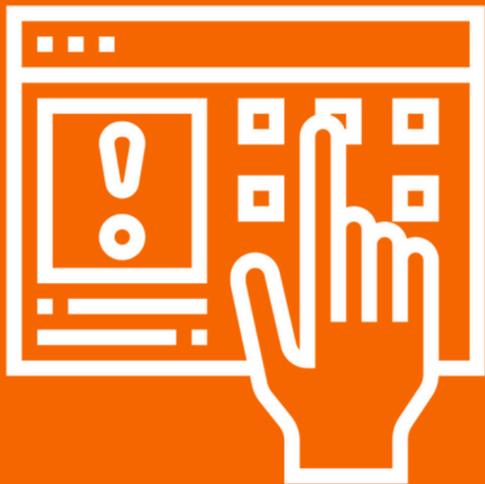
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3. Assess the Risks & Revise Policies

This step first includes an audit on the risks associated with each category of personal data. Then, depending on the risks identified, you need to update your current security policies and procedures to reflect the higher-level personal data control and processing security requirements.

3 common techniques for data protection are:

- Encryption
- Anonymisation
- Pseudonymisation



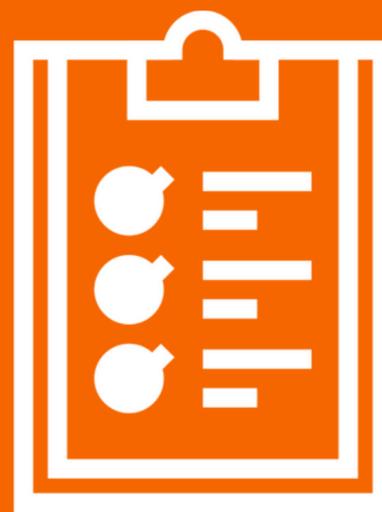
Choosing the appropriate technique depends on the type of personal data and the user groups handling the data. The goal is to achieve full visibility and control when processing personal data, from the time it's created to the time it's consumed.

In addition, it is essential that you have the ability to delete all user data upon request. This alone might require major changes to the way you are storing data, so be sure to consider this sooner rather than later.

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4. Execute Data Protection Plan

Begin implementation with production data - this refers to data used in everyday activities, then move on to historical data. Using automated tools such as The Glantus Platform, you can apply your updated compliance processes to your existing data, in a time-efficient manner.



5. Prepare to Prove Compliance

An important step in the GDPR compliance process is being able to show the supervisory authorities, in a quick and easy manner, that you have taken the steps towards compliance. You need to be able to provide reports and supporting documents to the auditors, upon request.

Be sure you are able to report on:

- What personal data you are working with and where it is stored
- Who is using the personal data, why and how they are using it
- The processes you've set in place to obtain the individual's consent before using their data
- The processes for notifying authorities in case of a data breach

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Did You Know?



Every organisation is required to appoint a Data Protection Officer (DPO), generally an existing member of staff, who is responsible for educating the company on the new policies and procedures in light of the new regulations.

The DPO is also responsible for monitoring performance and giving ongoing advice to the whole team.

GDPR Statistics

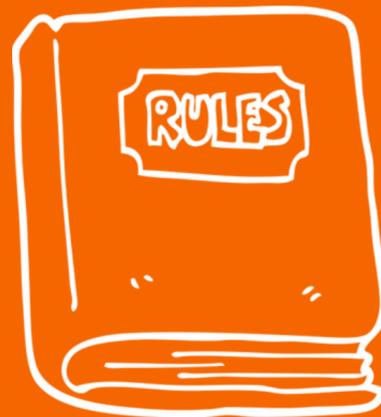


In a recent survey conducted by Deloitte, only 35% of organisations said that they have a data breach reporting process that satisfies the requirements of the new GDPR regulation.

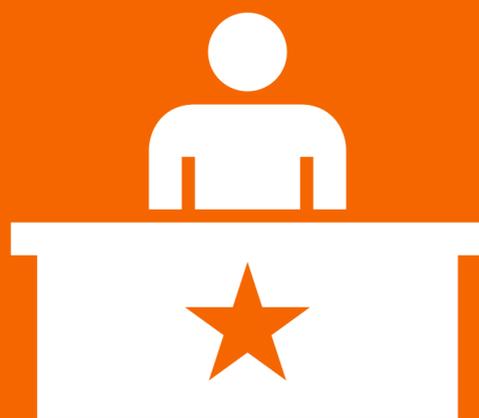
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6. Educate Your Organisation

The EU GDPR regulations do not only concern your IT department. To meet GDPR compliance regulations, your data privacy rules need to be documented and shared across your entire organisation.



Compliance also means everyone in the organisation should strictly adhere to the new data protection rules. So, don't forget to inform everyone about new policies to ensure the proper procedures are followed.



Businesses can get support in this area from their specially appointed Data Protection Officer (DPO), responsible for overseeing the implementation of the new rules and procedures ensuring compliance. This person should also educate the company on compliance requirements.

Remember...

Being GDPR compliant is not a one-time initial effort. It is an ongoing activity, ensuring data security and protection at all levels, all the time.

How to Achieve GDPR Compliance using the Glantus GDPR Solution

Now that GDPR is here, you need to act fast to achieve compliance. Take a look at our GDPR Solution - one central system to support GDPR compliance. Use it to apply compliance processes to your existing data, in a time efficient manner:

- Anonymise, export and delete selected personal data
- Define data retention periods, with automatic alerts
- Export personal information from any system, on demand
- Build your GDPR processes around the system



Get in touch with us for a free consultation, and discover how The Glantus GDPR Solution can fast track compliance for your organisation.