



2018 GENERAL DATA PROTECTION REGULATION GDPR

Are you prepared?

GDPR will commence 25th May 2018. This new European regulation will replace the Data Protection Act of 1998. This guidance is for those that have an interest in data protection.

DEADLINE:
25TH MAY 2018



What are the GDPR's Objectives?

- 🔍 The regulations are designed to protect customer data in the new digital environment.
- 🌐 To create a unified approach to data protection across the EU
- 🕒 To provide individuals with full control of their personal data
- 🌍 To protect EU Citizens in the global economy
- 👥 To improve levels of compliance by business and organisations
- 🔒 To establish new rules to make it easier to earn and hold the trust of consumers



What it Means for Individuals

- 👍 Consent must be provided by the individual for their personal data to be processed i.e. for marketing communications or use of cookies or a similar technology on your website
- ⚠️ They have the right to be 'forgotten' if consent has been declined or withdrawn at any time by the individual
- 💬 Individuals can request a copy of any data held about them from any company or organisation



Who Needs to Comply?

- 🏢 All companies and organisations situated within the EU
- 🌐 Organisations located outside of the EU if they offer goods or services to, or monitor the behaviour of, EU data subjects
- 📁 All companies processing and holding the personal data of data subjects residing in the European Union, regardless of the company's location



Compliance: Data Controller and Data Processor

- ⚙️ GDPR will impact all data controllers and data processors that handle personal data
- ✅ Controllers must ensure that their processes function in accordance with the new regulation
- ✓ Controllers must obtain consent to hold data from individuals through direct confirmed action. Passive acceptance, currently acceptable, will not suffice under GDPR i.e. presumption of consent is not lawful – consent must be provided by the individual
- 🛡️ Processors must make sure their activities abide to the new law and maintain applicable records



The ICO's New Incentive to Comply

- 📏 In reality, GDPR isn't about hitting businesses with big fines, it's about transparency, better rights for citizens and increased accountability.
- 💰 The potential fines for a breach in data security have been highlighted by many publications. Under GDPR non-compliance this could be as high as 4% of an organisation's global turnover or €20 million. The law will also offer more power to individuals in respect of what companies can do with their private data.



printwaste
recycling & shredding

Get in touch with us today to see how we can help you prepare for GDPR

📞 01242 588600 🌐 www.printwaste.co.uk ✉️ sales@printwaste.co.uk

Storing your Data Safely

The GDPR's 'right to be forgotten' states that personal information cannot be held for any longer than necessary and also must be deleted or removed if requested by the individual. Once the purpose for holding the information is completed and there is no lawful requirement for the data to be held by the user, it must be deleted or destroyed. This conveys the importance to manage and store all sensitive information prior to disposal. One solution would be to use lockable security bins and consoles prior to destruction.

A Secure and Ethical Partnership

Destroying personal data, both paper and digital, once past its legitimate retention date is imperative – making secure destruction of personal information critical. This is where we can help.

Through partnering with Printwaste, specialists in reliable document shredding and product destruction, you have an assurance that data materials will be destroyed to any agreed service level. Printwaste provides a bespoke secure destruction service for all your data sensitive documents and

products including: paper documents, hard drives and electronic equipment, such as printers, laptops and DVD's. Assisting you with this, we can also provide you with free lockable storage containers. To prove compliance with your obligations, a 'Certificate of Destruction' will be issued following destruction as evidence of compliance.

Wherever possible, Printwaste will recycle the material once it's been destroyed, keeping the environmental impact to a minimum and reducing carbon footprint.

Useful Links

If you would like further information on GDPR, we've sourced a few helpful links to share with you:

- > [General Data Protection Regulation \(text with EEA relevance\) - Full EU Legislation Text](#)
- > [Preparing for the General Data Protection Regulation \(GDPR\): 12 steps to take now – A 12-step checklist to help you prepare for the GDPR](#)
- > [GDPR white paper - Microsoft White Paper – Beginning your GDPR Journey](#)

FACING THE FACTS

45%

of the paper printed in offices ends up being disposed of by the end of the day

20%

of UK office workers admit to never shredding their work documents

Paper used in offices equates to an average of 10,000 sheets per office worker per year

Research from the ICO (during 2016) revealed that 40% of UK data security incidents were attributed to paper. These include:

19%

Data posted/ faxed to wrong recipient

14%

Loss/theft of paper work

4%

Data left in insecure location

3%

Insecure disposal of paperwork

Fast forward to 2017 and the ICO has reported a further 20% increase in loss or theft of paperwork, thus highlighting the importance of ensuring secure storage and disposal of sensitive documents.

DEADLINE:
25TH MAY 2018