

ARE YOU GDPR READY?

PEARCE GROUP GUIDE & TOP TIPS

GDPR stands for General Data Protection Regulations, which will enhance the current Data Protection Act 1998. It's designed to protect personal data, whether private, public or work related. By 25th May 2018, every business in the UK must be able to demonstrate they have the right processes and procedures in place to make them compliant, otherwise heavy fines can be implemented.

5 Top tips for best practice

- 1** Organise an information audit to document what data you hold, where it came from & who you share it with and why you store it.
- 2** Check your procedures to ensure they cover all the rights individuals have; including how you will delete personal data.
- 3** Audit your process trail for handling confidential data: Have a comprehensive audit trail including transfer notes and destruction certificates.
- 4** Ensure you are shredding to a compliant standard standard to ensure no accidental loss of data.
- 5** Assign a data controller: someone who is an assigned authority for data protection compliance, to make sure all areas of your business are managing the security and safe storage of data.

For a free consultation or for more information please call 0800 083 33 33 or email info@pearce-group.co.uk





 **CAN YOU TICK ALL OF THESE?
IF NOT WE CAN HELP.**

- Have you assigned a Data Controller?
- Do you understand the meaning of Personal Data?
- Have you documented what data you store and why?
- Do you know what to do if you receive an SAR?
- Do you know which Article of the GDPR refers to the Secure Destruction of Data?
- Do you know what paperwork an auditor may wish to see?

**ITEMS DEEMED
CONFIDENTIAL**

Someone's name, with:

- Address
- Telephone or mobile number
- Bank details / Card numbers
- Medical details / DOB
- Employment numbers and so on

Whether scribbled in part on a post it note or printed documentation, it is still deemed as confidential and must be securely destroyed.

This is only part of a list of guidance in becoming GDPR ready based on the official ICO guidelines.

At Pearce Paper Planet we provide a complete site audit & the necessary documentation to ensure you are GDPR ready regarding the disposal of confidential data.



GDPR is a significant change in legislation and dictates how businesses will be scrutinised for their actions and management of data. At Pearce, accountability is at the heart of our business. For decades we have been supporting and protecting our customers business interests to give them peace of mind, and our GDPR is no exception. To eliminate any risk to customer data we treat all paper as confidential to ensure it meets stringent ICO guidelines. All shredding takes place within our secure plants where it is then fully recycled. Operating at this level is the expected standard now and going forward. It really is worth taking action right now to protect yourselves in the long term."

**CEO, Simon Pearce,
Pearce Group**

 **PEARCE
TOP TIP**

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Shred all paper whether confidential or not – better safe than sorry!