

GDPR POLICY: RULES FOR COMPANIES.

There are some important policies your business will need to be compliant with British law. To check on the take a look at the guide in the link below:

<https://www.peninsulagrouplimited.com/legal-eye/employment-policies-uk/>

Arriving in 2018, the [General Data Protection Regulations](#)(GDPR) places a number of requirements on you when it comes to managing and processing personal data.

To make sure you comply with these requirements, you can choose to implement a policy that outlines your right to process personal data and explains to customers and staff some of the consequences.

Follow this link for guidance on GDPR

<https://www.peninsulagrouplimited.com/wp-content/uploads/2017/11/gdpr-guidance-notes.pdf>

In particular you should now have Appointed a Data Protection Officer, who has the role of being familiar with the GDPR rules and can advise on how the rules affect you. Among their tasks should be the analysis of the legal basis for which you hold data, and documenting this to show that you have considered the data stored and how it is processed, to provide privacy notices to show compliance in place where you collect data and to make adequate arrangements for the update of erroneous and deletion of old data.

Note that there are fines and penalties for non-compliance, so it is worth checking that your company is compliant. For more information go to:

<https://www.gov.uk/data-protection-register-notify-ico-personal-data>

Registering with the Data Protection Authority:

If you need to apply for a **data protection** licence you will need to renew it annually.

For more information go to: <https://www.gov.uk/data-protection-register-notify-ico-personal-data>

Personal data: Under GDPR, 'Personal data means' any information relating to an a person who can be identified, directly or indirectly by reference to an identifier such as a name or a number or code. Business often store such data related to customers.

There are six lawful bases for processing personal data under GDPR. Most businesses use the one below:

- **Contractual** – processing an individual’s personal data is required to fulfil a contract between you and them, or because they have asked you to take specific steps before entering into a contract.

Privacy Notice:

Organisation should clearly state the legal basis for which they are storing data and state their compliance with the GDPR in any places or documents they use to collect personal data, (e.g. on written forms used to collect data, before data is transferred onto a computer). These should also outline briefly the measures and policy taken to by the organisation to comply with GDPR legislation.

Principle of accountability:

The principle of accountability requires you to be able to demonstrate that you are complying with GDPR. This means that you must be able to show that you have properly considered which lawful basis applies to each processing activity you perform and can justify your decision. Note that using software containing GDPR compliance letters is not in itself an adequate measure.

Conducting and documenting a Data Audit:

The link below contains a download of documents you can use to complete a data audit. This is where you document each processing activity you undertake and identify the associated basis you are relying on for lawful processing and state your justification for why you believe it applies.

<https://www.culturerepublic.co.uk/blog/news-&-resources/gdpr-lawful-bases-processing/>