

HUB

INTRODUCTION TO GDPR 101 QUICK REFERENCE - OVERVIEW

PROTECTING PERSONAL DATA AND UNDERSTANDING YOUR RESPONSIBILITIES UNDER THE GENERAL DATA PROTECTION REGULATION (GDPR)



WHAT IS GDPR?

Came into force: 25 May 2018

Purpose: To protect individuals' personal data and ensure transparency in how it is collected, used and stored.

KEY DEFINITIONS

Personal Data: Information that identifies a person directly or indirectly (e.g. name, NI number, passport number).

Special Category Data: Extra-sensitive information such as:

- Racial or ethnic origin
- Religious beliefs or political opinions
- Trade union membership
- Genetic or biometric data
- Health data, sex life or sexual orientation

GDPR PRINCIPLES (ARTICLE 5)

- Lawfulness, Fairness & Transparency
- Purpose Limitation
- Data Minimisation
- Accuracy
- Storage Limitation
- Integrity & Confidentiality
- Accountability

LAWFUL BASES FOR PROCESSING (ARTICLE 6)

You must have **one** lawful reason to process personal data:

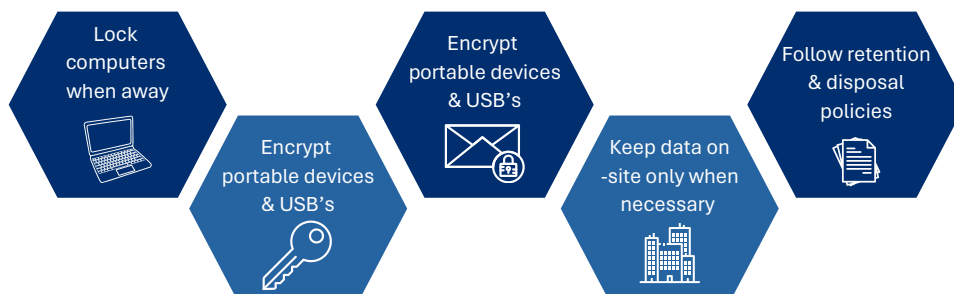


SUBJECT ACCESS REQUESTS (SARS)

- Must be completed within one month (can be extended).
- Can be verbal or written.
- Redact third-party information as needed.

For special category data, you also need an Article 9 condition.









PRACTICAL STEPS TO PROTECT DATA



GDPR 101 - QUICK REFERENCE

LAWFUL BASES FOR PROCESSING (ARTICLE 6)

Individuals have the right to:

| | |
|--|---|
| Be Informed (privacy notices) |  |
| Access (their data via Subject Access Requests) |  |
| Rectification (correct inaccurate data) |  |
| Erasure ("right to be forgotten") |  |
| Restrict Processing |  |
| Data Portability |  |
| Object (to processing or direct marketing) |  |
| Avoid Automated Decision-Making & Profiling |  |

HIGH PROFILE FINES (ICO)

| Organisation | Reason | Fine Amount |
|--------------------------|-----------------------------------|-------------|
| EE Ltd | Unsolicited marketing messages | £100,000 |
| Doorstep Dispensaree Ltd | Unsecured medical records | £275,000 |
| Cabinet Office | Published unredacted Honours list | £275,000 |

WHO MUST COMPLY?



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