

GDPR

**Training Event – Manchester
22nd May 2018**

GDPR

Data Security

What is Personal Data?

- ✓ Name
- ✓ Address
- ✓ Email Address
- ✓ Telephone Number
- ✓ Photographs
- ✓ Bank Details
- ✓ Credit Card Details
- ✓ Forms of ID and Numbers
- ✓ MAC / IP Address
- ✓ Opinions



What does GDPR say about Data Security?

Principle 6:

“Data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures”



Data Security

What's it all about?

- ✓ Protecting the *Security, Confidentiality and Integrity* of Personal Data
- ✓ People Protection
- ✓ Requirement of Principle 6 of GDPR
- ✓ Exercising care and protecting personal data as though it were our own



Basic, Common Sense Measures

- ✓ Only collect and process the personal data you actually need (***Data Minimisation and Accuracy Principles***);
- ✓ A 'need to know' approach;
- ✓ Treat Personal Data as you would your own;
- ✓ Is the use of Personal Data absolutely necessary?



Physical Measures

- ✓ Property Security;
- ✓ Visitor Supervision;
- ✓ Operate a 'Clean Desk' policy;
- ✓ Ensure all electronic devices are password protected;
- ✓ Do not write down passwords;
- ✓ Lock away all paper records;
- ✓ Only take what you need on your travels;
- ✓ Recover lost Personal Data wherever possible.



Technical Measures

- ✓ Regularly back up electronic devices;
- ✓ Use a screen saver function;
- ✓ Ensure strong Passwords are used;
- ✓ Ensure highest security settings are set;
- ✓ Use Encryption settings on portable devices;
- ✓ Use Virus, Firewalls and Malware software;



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Personal Data Breaches

What does GDPR say about Personal Data Breaches?

“a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed” (Article 4.12)

- All Breaches must be recorded
- Notification to the ICO if the Breach is *“likely to result in a risk to the rights and freedoms of natural persons”*



Examples of Personal Data Breaches?

- ✓ Unauthorised access by a third party;
- ✓ Paper records or electronic devices being lost or stolen;
- ✓ Accidental or deliberate deletion of Personal Data;
- ✓ Alteration of Personal Data by an unauthorised third party;
- ✓ Sending Personal Data to the wrong recipient;



Effects of Personal Data Breaches?

- ✓ physical, material or non-material damage to natural persons;
- ✓ loss of control over their personal data;
- ✓ limitation of their rights, discrimination;
- ✓ identity theft or fraud, financial loss;
- ✓ unauthorised reversal of pseudonymisation;
- ✓ damage to reputation, loss of confidentiality of personal data protected by professional secrecy;
- ✓ any other significant economic or social disadvantage to the natural person concerned.



Recording a Personal Data Breach

Details of breach						Consequences of breach	Measures taken/ to be taken		
Date of breach	No. people affected	Type of breach	Description	How you became aware	Type of personal information (Personal Data)		Individual informed?	Remedial action	Controller informed? ²⁴
2.5.18	1	Unauthorised disclosure	Miss-typed email address	Realised just after hitting send.	Contact Details	Possible disclosure to third party	No	Sent email asking recipient to ignore and delete email	No



Reporting a Personal Data Breach

“Wherever the breach is likely to result in a risk to the rights and freedoms of natural persons”
(Article 33)



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Data Destruction

Data Destruction

Principle 5:

“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed”;



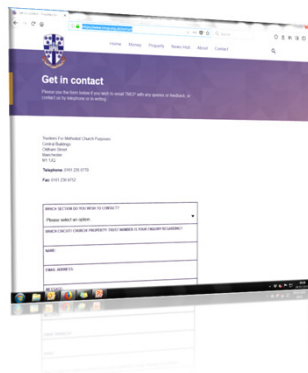
Data Destruction

Examples:

- ✓ Shredding paper files
- ✓ Deleting electronic files:
 - ✓ Putting permanently beyond use
- ✓ Deleting back-up files
- ✓ Deleting emails (In-box, sent-box and deleted-box)



Contacts



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Questions?