

# 10 STEPS to GDPR Compliance.

GDPR is more important than ever before. From an increase in the usage of personal data, to the rising risks that come with remote workforces, remaining compliant and protecting your personal information is an ever-moving target.

Get peace of mind and protection with our 10 Steps to GDPR Compliance.

1

## Compliance Starts From the Top

GDPR compliance involves every single person in an organisation, but it starts from the top and requires board-level support. In response, it's essential that business leaders understand its implications and are able to allocate the necessary resources needed to achieve and sustain compliance.

2

## Employee Education & Awareness

People are the one of the biggest risks you face in terms of failure to comply. Educating and training staff helps them to understand their personal - and your organisation's - responsibilities and greatly reduces the risk of a data breach. Once staff are educated and aware of GDPR, this enables you to in-build compliance into day-to-day processes.

3

## Do You Know Where Your Data Is?

Seamless access to all data sources, be it digital or physical, is a precondition for building an inventory of personal data, in order to evaluate your risk exposure and enforce internal privacy rules. GDPR requires businesses to prove that they know where their personal data is - and where it isn't - and how it's processed.

4

## Do you know what personal data is?

Getting a grasp on personal data starts with being able to define what personal data means. Ensure employees have the ability and confidence to not only identify personal data, but also handle any confidential information responsibly.

5

## Do you need a data protection officer?

If you're a public authority, then you're obliged to appoint a Data Protection Officer. But many private sector organisations will also require the services of a DPO.

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6

## Understand the risks

Risk assessments play a crucial role in any compliance plan. In fact, the regulation encourages a risk-based approach to data processing. But do you fully understand the risks? Of course, a lot of data and the respective threats live online, but the data that can be found on disused documents and physical records poses just as much of a threat to your organisation.

7

## GDPR compliance in a new world of work

Since the start of COVID-19, remote working has become a mainstay of organisations around the world. In our so called new world, many businesses will adopt a hybrid model of work, with employees switching seamlessly between the home and office. In response, it will be essential that data remains secure, regardless of the environment, as outlined in our guide to [secure remote work](#).

8

## Protect online & physical data

Once you understand the risks, providing adequate protection for the data you process is essential for compliance with the GDPR. Of course, it's up to your organisation what you deem adequate, but there can be no shortcomings when it comes to protecting all of the digital and physical data you hold, so it cannot be accessed by anyone without the appropriate authority.

9

## Schedule regular audits

GDPR compliance is an ongoing project - a journey rather than a destination. Companies should strive to undertake regular internal audits and update data protection processes accordingly. Conducting Data Protection Impact Assessments (DPIAs) is part and parcel of this, to help you systematically analyse, identify and minimise the data protection risks of a project or plan.

10

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