

# 2018 GENERAL DATA PROTECTION REGULATION (GDPR)

## WHAT DOES IT DO?

- Increases protection for personal data
- Strengthens penalties for non compliance

## 4 TIPS TO HELP YOU COMPLY

- Mellors will provide training to be able to demonstrate adequate measures to protect data
- Keep an eye on the Staff Room for any updates and watch out for the next set of training briefs
- Any leaver files need to be sent to head office to be properly archived
- If there is a breach make sure you follow company procedure. Must report a breach immediately to our company's DPO—Jenna Massingham  
[Jennam@mellors.co.uk](mailto:Jennam@mellors.co.uk) / 01695734005

## WHO NEEDS TO COMPLY?

- Any company collecting and processing personal data of individuals.

## THE NEW EU GENERAL DATA PROTECTION REGULATION (GDPR) WILL IMPACT ORGANISATIONS GLOBALLY



ENFORCEMENT BEGINS  
**25 MAY 2018**  
ARE YOU PREPARED?

Data Protection Officer  
Jenna Massingham

## NEXT STEPS FOR OUR EMPLOYEES

- All information with personal data on must be stored in a locked cabinet/draw personnel files, kitchen diary (can be visible in the kitchen throughout the day but locked away at end of working day, training briefs etc.)
- Ensure laptops and client systems are secured with a password
- Offices must be locked at the end of the working day
- Kitchen/office walls must not contain any personal data e.g. telephone numbers, birthdays, children allergy posters.

## WHAT DOES IT MEAN FOR YOU?

- By starting with us you are giving your consent to process your personal data in accordance with our privacy notice on Staff Room.
- You have the right to be 'forgotten'
- You can request a copy of any data held about you—known as a subject access request

For more information on GDPR, visit Mellors Staff Room.