



\*\*\* RISK UPDATE ON PREPARING FOR THE GENERAL DATA PROTECTION REGULATION (GDPR)  
FROM INTEGRITY\*\*\*

## 12 STEPS TO TAKE NOW

By Gary Horswell – Managing Director

Andrew Jackson's [MTD post](#) this week signposted that the way accountants work for business clients will need to undergo some change.

Many businesses may have the software, skills and resource to cope with the additional demands of MTD themselves, but speaking as a business owner, I suspect that most will be looking to their accountants to handle the additional reporting to HMRC. Andrew raises key questions around who will be running the software and entering the data, **and asks who will be responsible for the data shared?**

The final MTD landscape remains a work in progress, but the responsibilities all businesses face for data will be changing when the **General Data Protection Regulation comes into force on 25<sup>th</sup> May 2018.**

**Businesses will be expected to be complying with the new GDPR by this date or face crippling fines of up to 4% of worldwide turnover.**

The Information Commissioners Office (ICO) website carries a **12 point checklist of steps for business to take now:**

1. **Awareness** - Make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.
2. **Information you hold** - Document what kinds of personal data you hold, where it came from and who you share it with. You may need to organise an information audit.
3. **Individuals' rights** - Check your procedures to ensure they cover all the new rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.
4. **Communicating privacy information** - Review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.
5. **Lawful basis for processing personal data** - Identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.
6. **Subject access requests** - Update your procedures and plan how you will handle requests within the new timescales and provide any additional information.
7. **Consent** - Review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8. **Children** - Start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.
9. **Data breaches** - Make sure you have the right procedures in place to detect, report and investigate a personal data breach.
10. **Data Protection by Design and Data Protection Impact Assessments** - Familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.
11. **Data Protection Officers** - Designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.
12. **International** - If your organisation operates in more than one EU member state (i.e. you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

The ICO website is the 'go to' source for regular updates on the changes needed and businesses would be well advised to review it monthly for changes by visiting:

<https://ico.org.uk/for-organisations/data-protection-reform/>

**Don't be caught out. Start your plan soon.**

For any help or support on this contact Ntegrity's team on 01454 800 800.

**ENDS**

This update is produced by Gary Horswell, MD of [Ntegrity](#) who are UK200Group Business Partners specialising in PII, cyber, directors & officers liability and other closely related areas too.

The [UK200Group](#) is the UK's leading membership organisation of chartered accountancy and law firms proving its members with support in business development, delivery and risk reduction. Our members represent around 150,000 SMEs across the UK.

For more information on the UK200Group and our Campaign for Clarity on MTD, click [here](#) or visit [www.uk200group.co.uk](http://www.uk200group.co.uk) For Further information contact: [admin@uk200group.co.uk](mailto:admin@uk200group.co.uk)