

Best Practice GDPR Office Checks

25 MAY 2018



1 Make sure you have a legitimate reason to collect and use data for your intended purpose.



2 Before collecting anyone's personal data, ask yourself whether you really need it.

If you don't need it, don't collect it.

3 Take necessary steps to ensure that personal data is kept secure.



4 Don't upload personal data relating to customers and their matters to any third party hosted systems which are not authorised by your employer.



5 Do not hold and store personal data on portable devices for any longer than is absolutely necessary.

6 Delete any data which is no longer required or which is inaccurate.



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Protect personal data and information by using passwords and restricting access to only those who need it.



Ensure any digital devices are locked when not being used.



Don't write any passwords down where others can find them or disclose to anyone.



Be sure to dispose of confidential waste using suitable means (shredding or confidential waste bins).



When attaching or enclosing documents to a recipient, ensure they are the correct files before sending.



Do not share a customer's information with anyone without seeking their authority beforehand.

