

GDPR

WHAT YOU NEED TO KNOW



Paper Round



WHAT IS GDPR?

The General Data Protection Regulation (GDPR) is a new legal framework which comes into force from

25th May 2018.

It replaces the existing Data Protection Act (DPA) 1998. Much of the content is very similar, but there are some key changes around accountability and “data protection by design and default”. Don’t worry, we’ll explain all this later.

The purpose of the GDPR legislation is to strengthen and unify data protection for all individuals within the European Union.

Essentially, they have created a set of single rules to keep things simple.

HOW WILL IT AFFECT YOU?

ACCOUNTABILITY

The biggest change to the new legislation is on accountability. The new rules mean that all organisations, regardless of size, must be compliant.

You achieve compliance by:

- Designating a specific person(s) to be responsible for data protection. This person(s) must be supported by top-tier management.
- Writing policies and having procedures in place that demonstrate your compliance.
- Documenting all the ways in which personal data is processed.

HOW CAN WE HELP YOU?

A CLEAR AUDIT TRAIL OF YOUR DATA DESTRUCTION

Having the right paperwork is vital, as this demonstrates that you are following your policies and procedures. Paper Round can provide you with this paperwork, to show your data is being securely destroyed.

We own and run a security shredding facility at our depot in Purfleet. Once we have shredded your confidential documents to BS EN 15713, we will issue you with a Certificate of Destruction. This certificate gives you the proof you need to show you are handling your data correctly.

Of course, it isn't just paperwork that produces confidential data. All sorts of IT holds data that needs to be professionally wiped. At our IT Asset Disposal (ITAD) facility, we wipe all data-bearing equipment as standard. We also provide a Certificate of Destruction for this service, so you can be assured that all confidential information has been safely disposed of.

If you would like to speak to one of our expert advisors about our secure data destruction services, please call us on: 0207 407 9100.

HOW CAN WE HELP YOU?

DATA PROTECTION BY DEFAULT

The new laws require organisations to minimise the amount of data they hold. This means you should only hold onto the data that is absolutely necessary.

The buzzword here is “retention.” What it means is personal data should not be retained for longer than it is needed. Holding information for longer than necessary is likely to breach more than one of the data protection principles. And don’t forget, any data bearing materials on your premises are your responsibility, even if they’re in the bin.

So you should:

- Regularly review your data.
- Have a default procedure in place for deleting data that is no longer required for its original purpose.
- Get your data bearing items collected regularly to ensure data isn’t kept on your premises for longer than is essential.

OUR SOLUTION

Paper Round can provide you with scheduled collections of your confidential material. Having collections booked in, means all your data is removed promptly, safely, and securely. This also limits the amount of time that data is kept in bins on your premises.

DATA PROCESSORS

Another important feature of the GDPR is that any organisations who process data on behalf of controllers are subject to the same legal requirements. We call these organisations data processors.

A data processor is under legal obligation to:

- Obtain permission from data controllers before it subcontracts. The data processor will remain liable for the acts and omissions of the sub-processor.
- Maintain a record of processing activities.
- Ensure appropriate security measures are in place.
- Train its staff in data protection compliance.
- Notify the controller of any data breaches.

SECURITY

We process data in the most secure way.

We will collect your confidential documents and transport them in our secure vehicle with in-built GPS tracking. The confidential waste paper is then transported directly to our BSIA accredited secure shredding facility, which is patrolled by security staff and monitored by CCTV in accordance with BS 7499. Your Certificate of Destruction is issued once the documents are shredded, so you can have complete peace of mind that your data is being disposed of legally and securely.

CONSIDER THE USE OF THIRD PARTIES

Paper Round don't use subcontractors for our own offsite shredding service and we own our own facility for shredding and data-wiping. We operate a transparent and trustworthy service, and will ensure your compliance with GDPR.

By choosing Paper Round you can have a clear audit trail, and even visit our processing unit. Because we shred the paper ourselves, and provide all the paperwork, you don't need to worry.

SECURITY REGULATIONS

The new regulation requires holders of personal data to implement certain security measures. To manage these new security requirements, organisations are advised to:

- Devise a data protection security policy.
- Create a security breach management plan.
- Staff should be trained in data protection, and disciplinary procedures should take a breach of data protection into account. Staff should only have access to personal data on a need to know basis.

HOW SECURE IS YOUR DATA RIGHT NOW?

By using Paper Round to collect and process your data, (either shredding or data-wiping,) you can demonstrate your attention to security. This is because:

- We use GPS tracking on our collection vehicles.
- All secure vehicles are locked between collections.
- Our operatives are all vetted to BS 7858.
- Our processing facility is patrolled by security staff and is under constant CCTV surveillance.
- We operate government approved data wiping software and provide you with a data erasure report.

GLOSSARY OF TERMS

PERSONAL DATA

Any information relating to a person, such as: a name, an identification number, location data, physical (likeness) description.

SENSITIVE PERSONAL DATA

Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade-union membership, health or sex life, sexual orientation; genetic or biometric data.

DATA SUBJECT

The individual who particular personal data is about.

DATA CONTROLLER

The legal person, public authority, agency or other body which determines the purposes and means of the processing of personal data.

DATA PROCESSING

Any operation or set of operations performed upon personal data, including: collection, recording, organisation, structuring, storage, adaptation, retrieval, consultation, use, transmission, combination, erasure/destruction.



This guide is not a full and comprehensive guide to implementing GDPR at your organisation. It is aimed at helping you understand the implications of GDPR when it comes to your confidential waste and how Paper Round can help. For an expert opinion on GDPR, please obtain legal advice.



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