

# General Data Protection Regulation



On 25 May 2018, the General Data Protection Regulation (GDPR) will come into force, replacing the Data Protection Act 1998. This will be the most significant change in data protection law in the last 20 years and will change the way organisations are able to capture, use and share personal data within their business, and externally.

All employers operating in the UK, from SMEs to global franchises and public sector bodies, hold information about individuals (whether they be employees, customers or anyone else) and so will be affected by the new data protection laws.

A failure to comply with new regulations could leave organisations open to enforcement action which could damage their public reputation, as well their bank balance.

We take a hands-on approach to assisting with the changes required under the GDPR, advising not just on the letter of the law, but also giving practical guidance on how to prepare for the new regime.

For more information, please contact one of our GDPR experts, details overleaf.

## Ensuring Compliance - how can we help?

---

### Bespoke training for your organisation

---

- Tailored training sessions for HR, management and other employees who handle personal data and/or customer data, improving knowledge and understanding of the new requirements
- Dealing with Subject Access Requests – new processing regulations and subject access rights
- One/two day GDPR overview – all you need to know, tailored to your organisation's needs
- Half Day GDPR introduction – the key issues and key messages for staff
- Short briefing sessions to roll out GDPR compliance to the workforce

### Data Protection Gap Analysis

---

- A preliminary audit of your current level of data protection compliance and readiness for GDPR
- A prioritised and specific compliance action plan
- Advice on and/or provision of policies and process documents
- Provision of support and guidance on implementing the action plan, and good practice resources relevant to your needs

### Documents - review and drafting

---

- Reviewing and updating existing documents to bring them in line with GDPR requirements. Providing documents not already in place
- Employment documents including privacy notices (recruitment and employee/worker/contractor), data protection policy, contract of employment and contract for services clauses, consent notices, retention policies, breach notification procedures
- Commercial documents including customer privacy notices, consent notices, updating marketing preferences, processor and third party contract clauses/addendums, international transfer compliance arrangements



in association with



## Meet the team:



**Richard Thomas**

Partner | Employment

Tel: 029 2047 4453

r.thomas@capitallaw.co.uk



**Susanne Matthissen**

Solicitor | Employment

Tel: 029 2047 4454

s.matthissen@capitallaw.co.uk



**Mary Goldsbrough**

Senior Associate | Employment

Tel: 07801 332 334

m.goldsbrough@capitallaw.co.uk



**Maria Coggins**

Senior Associate | Corporate and Commercial

Tel: 029 2047 4405

m.coggins@capitallaw.co.uk



**Declan Goodwin**

Associate | Corporate and Commercial

Tel: 029 2047 4480

d.goodwin@capitallaw.co.uk



**Nicola Mead-Batten**

Partner | Commercial Disputes

Tel: 029 2047 4401

n.mead-batten@capitallaw.co.uk



**Nick Pester**

Partner | Commercial Disputes

Tel: 029 2047 5074

n.pesther@capitallaw.co.uk



in association with



**CAPITAL PEOPLE**