



SECURITY RULE #1

# KEEP IT CONFIDENTIAL



GDPR becomes law  
on 25 May 2018.

*Are your customers ready?*



The new General Data Protection Regulation, effective from **25th of May 2018**, will impact every company that holds citizens' data. Make sure you and your customers are GDPR compliant and protected against a massive fine of up to **€20 million or 4% of your annual global turnover** whichever is greater.

FELLOWES SOLUTIONS TO HELP YOU GET COMPLIANT WITH GDPR



To find out more about GDPR visit <http://campaigns.fellowes.com/GDPR> to download the Fellowes GDPR Whitepaper



### What is EU Data Protection?

In the EU personal data can only be collected under strict conditions for legitimate purposes only. Those who collect and manage personal information must protect it from misuse and must respect data protection law.

### What is GDPR?

The General Data Protection Regulation (“GDPR”) is a comprehensive upgrade of data protection laws across the EU. It applies to the handling of personal data.

### What is personal data?

Personal data is data relating to a living individual who can be identified from that data. Personal data can include names, addresses, National Insurance (social security) numbers and CCTV of individuals. It is anything which could identify a living individual. Personal Data can be in electronic or hard copy form.



**When does GDPR come into effect?**  
**GDPR goes live on 25th May 2018**

### What does GDPR say?

Personal data must be processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### 6 principles of Data Protection

These six principles should be the core of any data protection strategy. Data shall be :

1. Processed lawfully, fairly and in a transparent way.
2. Collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and up to date; inaccuracies should be processed, erased or rectified without delay.
5. Kept for no longer than is necessary.
6. Processed securely

# 1

## SHREDDERS

- Securely destroys hard copy data which is no longer required
- Shredded documents are securely destroyed and can't be read again
- Making shredders a part of your document policy helps you minimize the risk during a data breach. Redundant documents should have already been destroyed, following the policy.



# 2

## BANKERS BOX®

Archive and storage products

- The transfer and archive boxes have clear labelling area's so you could easily find your information, when people ask to view their personal data.
- Keep your archives in order with a clearly labelled and well-organized system of Bankers Box products as part of your document policy.
- The boxes enable you to securely transport your documents between locations.

# 3

## PRIVACY FILTERS

- Help preventing the risk of data breaches by visual hacking on your employees screens
- Keep your on-screen sensitive information out of sight
- Provide security and peace of mind for your business



### Offer Advice to your staff

Help your customers by identifying the problem, by walking through the offices and point out problem areas and risks

- Explain the impact of the new GDPR European data protection regulation
- Identify the number of employees, offices, meeting rooms and shared work areas and create a tailor made recommendation
- Calculate potential savings for the customer vs outsourced services and pay-back period
- Explain warranty, after-sales service and repair service



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