IRIS
HCM Division

9 Ways Businesses Can Prepare for GDPR

This guide contains nine ways businesses can prepare for the arrival of The General Data Protection Regulation (GDPR) that is replacing the Data Protection Act 1998 from 25th May 2018.

Introduction

The UK is shortly due to undergo the biggest change to its Data Protection laws in over twenty years with the introduction of GDPR in May 2018. These changes will replace the current Data Protection Act 1998 and provide more robust and up-to-date regulations for businesses to follow when handling customer data.

What You'll Learn

- The key facts
- The changes to the current Data Protection laws
- If Brexit will affect GDPR
- 9 steps your business can take to prepare for GDPR
- How IRIS have been preparing
- The IRIS promise to you

What are the 5 key facts?

1. The General Data Protection Regulation (GDPR) is replacing the Data Protection Act 1998 from 25th May 2018.

2. GDPR will harmonise data protection laws across the EU, and will update the current regulations to take full account of globalisation, and the ever-changing technology landscape.

3. The Regulation will apply to any company processing the personal data of individuals in the EU in relation to offering goods and services, or else to monitor their behaviour.

4. Significant penalties can be imposed on employers who breach the GDPR, including fines of up to €20 million or 4% of the businesses annual turnover, whichever is greater.

5. The level of fine will depend upon the type of breach and any mitigating factors, but they are designed to strongly penalise any employers who show a disregard for the GDPR.

How will it differ to the current Data Protection laws?

A well motived and engaged employee is a happy employee.

Under the Data Protection Act 1998, employers are required to provide employees and job applicants with a privacy notice, setting out certain information. Under the terms of the GDPR, employers might now need to provide more detailed information, such as:

1. **How long personal data will be stored for**
2. **If data will potentially be transferred to different countries**
3. **Information on the right to make a subject access request**
4. **Information on the right to have personal data deleted or rectified in specific circumstances**

The GDPR will also impose a mandatory breach reporting requirement, requiring employers to notify and provide key information to the data protection authority within 72 hours of any breach.

How will Brexit affect GDPR?

The GDPR will continue to apply to UK businesses for now, regardless of Brexit. It should be remembered that the UK will continue to remain a part of the EU until at least 2019, regardless of the beginning of Brexit negotiations.

The GDPR took effect prior to the triggering of Article 50, meaning we must still comply until at least the time we officially leave the EU and until it is replaced with UK data protection regulation.

Even on leaving the EU, businesses directing products and services at EU citizens will still have a legal requirement to comply with the GDPR.

So, what happens after 2019?

Plans for new data protection rules in the UK have been confirmed in the Queen's Speech. The Queen said the UK would retain its "world-class" data protection regime.

It's important to know that the UK was a key driving force behind the legislation in the first place, so it's expected that the GDPR will simply be adopted by the UK as we aim to keep our, as the Government puts it, 'World Class' data protection regime and help the UK "maintain its ability to share data with other EU members states and internationally after we leave the EU".

9 steps your business can take to prepare for GDPR

Tick when completed

1

☐ Read and absorb as much as possible on the subject. You and your team may need to fully understand how the terms of the Regulation will affect policies and procedures for recruitment, the course of employment, and when contracts are terminated.

2

☐ Review and update all your existing data protection policies. It has never been more important to ensure that any changes or updates are clearly communicated to your employees. Equal opportunities policies may also need to be updated to explain any changes to the way in which sensitive data is stored and retained.

3

☐ Health-check all your current business relationships with service providers, data processors and contractors. Do you need to make any changes to the way you do business?

4

☐ Amend any documentation that alludes to data processing, as employees may now have rights to expect greater transparency in relation to this. Work with other key stakeholders to ensure that all personal data is processed properly.

9 steps your business can take to prepare for GDPR

5

☐ Check that you have suitable systems in place to notify the regulator (and, potentially any affected data subjects) if a data breach should occur. Inform all staff on the correct procedure and response if this is to occur. Developing a data breach response programme is vital to ensuring the correct protocols are observed.

6

☐ Check in with your IT team – you need to ensure that your IT system allows you to delete data in a comprehensive way, as data subjects may have a new 'right to be forgotten.'

7

☐ Employees may have an enhanced right over any use of their data in a professional environment. Employers may need to take steps to ensure that employees have expressly consented to the use of their data. Where consent is necessary, you should consider using a separate form for this, rather than including it as a clause in an employment contract.

8

☐ Review all your current privacy notices, and update them to ensure they comply with the more detailed information requirements. All information included must be easy for employees and job applicants to understand.

9

☐ Review any arrangements you may have involving personal data being held outside the UK.

How have IRIS been preparing?

In recognition of the level of work needed to align our current practices and policies with the new rules and requirements, IRIS have been preparing for the anticipated changes for some time. We have the highest confidence in our ability to support all customers in meeting their new responsibilities under the terms of GDPR.

During the last few months, IRIS has been carrying out a full GDPR product compliance analysis and risk-assessment. All data processing documentation that will be relevant to the new Regulation will also be fully updated in advance.

The IRIS promise to you

Any extra product functionality required by GDPR will be fully implemented into the IRIS and Earnie software range prior to the 25th May 2018 commencement date. All customers will be kept fully informed of any significant changes that may be necessary to your software's service provision due to the new legal requirements.

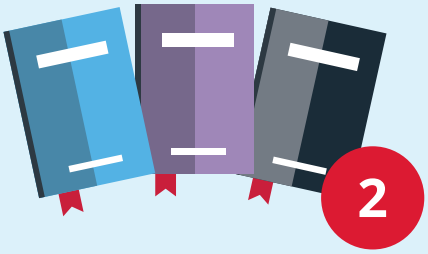
We are taking three key steps to achieve this:

1. Documenting all current processes and data flows, and analysing any potential areas of weakness or vulnerability across our whole cloud product portfolio. This enables us, to pinpoint areas ripe for improvement in advance of the GDPR deadline, and to take swift and positive action to make improvements.
2. Carrying out a detailed 'gap analysis.' This is extremely helpful in identifying our overall level of compliancy ahead of the introduction of the Regulation, as well as allowing us to detect areas needing improvement in our product offering.
3. Conducting risk assessments to identify where any additional security measures may need to be implemented within the IRIS and Earnie software range, and whether any other key GDPR compliance requirements are necessary prior to the Regulation's introduction.

3 ways we can help

Free GDPR Health Check

HR Self-Service Software



Training

1. Free GDPR Health Check

Book your complimentary Health Check today to see where you stand before the regulations come into force.

During the Health Check we will run through:

- Who you need to raise GDPR with to help ensure your business is properly preparing
- How you're storing your data
- Is any of your data stored abroad?
- How quickly could you comply with a Subject Access Request?
- Do you need to appoint a Data Protection Officer?
- Have you considered whether you need to carry out a Data Protection Impact Assessment?

Book Health Check

3 ways we can help

2. Training

An introduction to General Data Protection Regulation

Learn how GDPR may affect you as a data controller and what you can do now to prepare.

Who is the course for?

This course is suitable for anyone who employs individuals or offers services to citizens in the EU. The course aims to highlight the key issues that might affect you as a business and to help you understand the next steps for your business. This may include seeking legal advice and getting more information for your managers across your business.

The course will take place as a group webinar and last for two hours plus time for a question and answer session.

Cost: £195 + VAT

For the latest availability and to register your interest click the button below:

Register your interest

3. HR Self-Service Software

IRIS HR is cloud-based, self-service HR software which helps your business or practice comply with GDPR legislation.

You can quickly and easily action any subject access requests you might receive from your employees so that you can comply comfortably within the new timescales.

The software helps you to spend less time managing the day-to-day admin of HR, and more time adding real value to your business.

Arrange a one-to-one software demonstration of IRIS HR.

Book 1-2-1 Demo

38
Years
experience

About IRIS

With over **38 years' experience**, IRIS provides business critical software and services to the UK SME sector and accountants in practice. Over 90,000 small and medium-sized companies including 18,000 accountancy practices rely on IRIS every day to run their business and collaborate, with over 900,000 employees being assessed for auto enrolment each pay period using the IRIS AE Suite™.

IRIS Software Group is a leading provider of auto enrolment software for businesses, accountants and GPs in the UK. IRIS software is used by 14% of UK businesses that operate under PAYE to pay their employees. All customers receive the greatest choice of payroll software and services managed under the brands IRIS, Earnie and KashFlow.

IRIS is renowned for ensuring that all software and services are completely up to date with the latest legislation which means that you in turn as a customer are also kept compliant. Our Human Capital Management (HCM) division aims to "be the employee engagement engine, making the HR process flow, enabling our customers to focus on people not the process." The brand names IRIS, Cascade and KashFlow all come together under IRIS HCM.

To see how IRIS can help your business thrive in 2016, get in touch today.

Call us: 0344 815 5656

Visit us: iris.co.uk

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Legal information

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