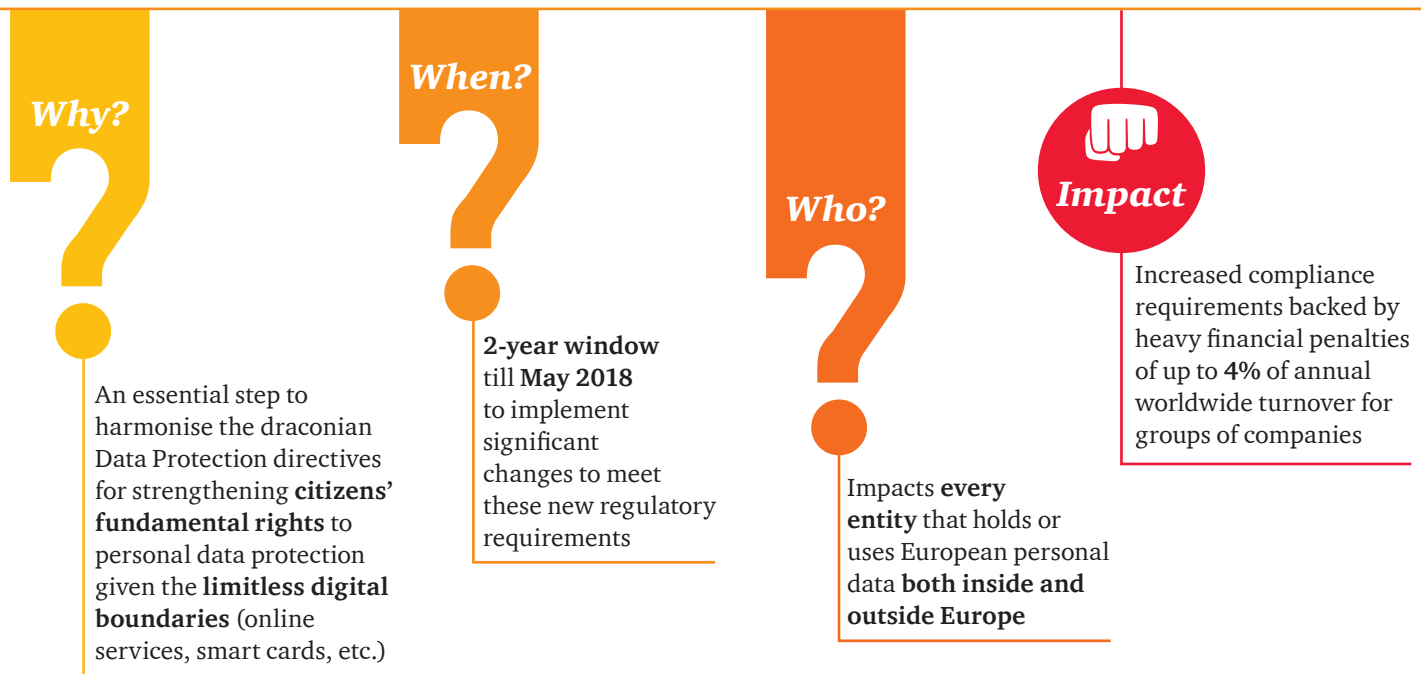


European Union General Data Protection Regulation



GDPR: Understanding the basics





Identify your role and obligations

Data controllers

Your role

You are a data controller if you perform the following:

- An individual or a body who controls and is responsible for the collection, keeping and use of personal information in computer systems or in manual files

Key obligations

- Ensure that data is accurate and updated
- Ensure that data subjects can rectify, remove or block incorrect data about themselves
- Ensure that data is not kept any longer than strictly necessary
- Implement appropriate security measures to protect personal data

Data processor

Your role

You are a data processor if you perform the following:

- Collect, hold or process personal data on behalf of a data controller, but do not exercise responsibility or control over how the personal data is processed, irrespective of whether you are located in or outside the EU region

Note: It is possible for an entity to be both a data controller and a data processor.

Key obligations

- Maintain documentation about the processing operations
- Implement appropriate security measures to protect personal data
- Inform the controller about a breach
- Carry out data protection impact assessments
- Appoint a data protection officer

Call for action: Next steps



- Develop a **vision** and **strategy** for compliance with GDPR
- Assess **gaps** between your current compliance programme and the requirements of GDPR
- Create an **accountability framework** for data protection compliance
- Develop the **operational structures** needed to facilitate compliance
- Document **processing activities** and data flows
- Review **third-party contracts**, if any
- Create processes for **privacy by design** and **privacy impact** and **risk assessments**
- Implement **technology solutions** to perform remediation activities

For a deeper conversation, feel free to reach out to us:

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