

**YOU**

**WANT TO UNDER-  
STAND GDPR AND  
BECOME COMPLIANT**



**WE**

**PROVIDE THE EDUCATION,  
TOOLS AND GUIDANCE TO  
HELP YOU MOVE TOWARDS  
COMPLIANCE**

## What is GDPR?

- GDPR stands for The General Data Protection Regulation which is an EU wide framework which becomes enforceable on the 25 May 2018.
- Under the regulation, individuals will be “guaranteed free and easy access to your personal data, making it easier to see what personal information is held by companies and public authorities”.
- The regulation aims to improve the security and access of personal information, whilst superseding personal data handling previously covered by the Data Protection Act 1988.

### GDPR compliance is a necessity

GDPR, or the EU General Data Protection Act, will come into force in May 2018, and has wide sweeping controls for how personally identifiable information (PII) is managed within a business. The regulation also has imposing fines for lack of compliance, up-to 4% of annual turnover or €20M (whichever is greater) per breach – making this a potentially costly topic to avoid dealing with.

### What are the real-world implications to your business?

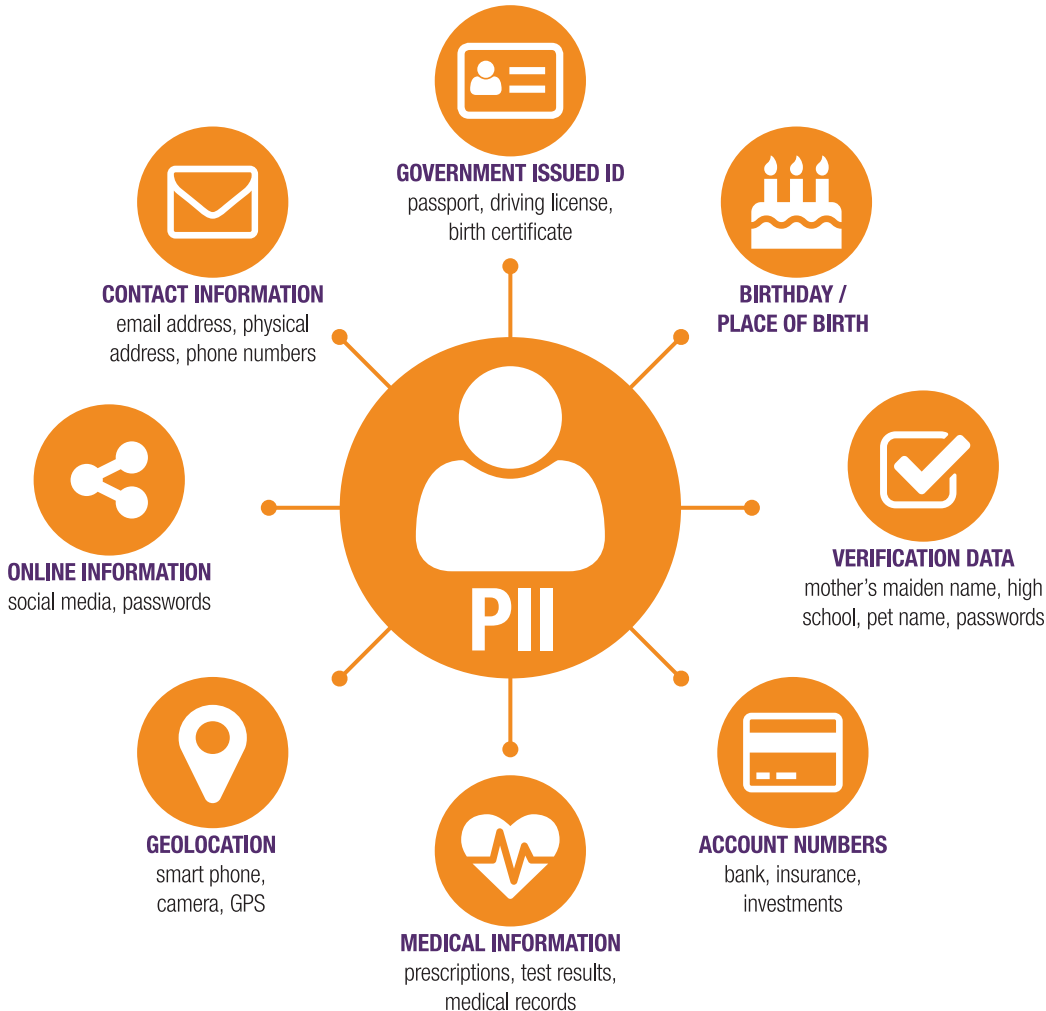
- What personal information are you storing?  
Is this data used for the purposes intended?
- Where is this held?
- Who has access?
- How are cyber security and data breaches managed?
- If data is requested by a customer or employee, how will this be shared?
- Who is responsible for overall compliance?

Answering all of these questions becomes the first step towards compliance.

### What is PII?

Personal identifiable information (PII) applies to customers, suppliers and employees. Personal information such as name, address, DOB, email address is already protected under the existing Data Protection Act. GDPR expands this

to include ID numbers, location and online data markers together with mental, physical, economic and social indicators, and even genetic and biometric information that can lead to personal identification.





### What is the impact of failing to comply with GDPR?

Companies found guilty of failing to comply face fines of €20 Million or 4% of revenue (whichever is greater). The severity of fines will depend on the level of data breach.

# 2%

- not having records in order
- not notifying supervising authority and data subject about a breach
- not conducting impact assessment

# 4%

- not having sufficient customer consent to process data
- violating the core of Privacy by Design concepts

### Getting Started with GDPR

#### Data

- Define Personal Identifiable Information
- Map the locations of PII
- Consider centralising data storage
- Ensure all PII has an audited trail
- Define security access to all PII

#### Software

- Ability to store, find and catalogue citizen's data and information
- Creation of a secure environment for data
- One version of truth approach for all information stored

#### Partners, suppliers and contractors

- Check all businesses that handle your PII are GDPR compliant
- Ensure effective use of contract management with vendors

#### People

- Employ a DPO (Data Protection Officer) if required
- Involve HR, legal, finance and business units alongside IT

#### Process

- Define a clear plan for reporting data breaches
- Citizens now have a right be forgotten, therefore ensure their PII can be deleted
- Provide a transparent process to a response for information

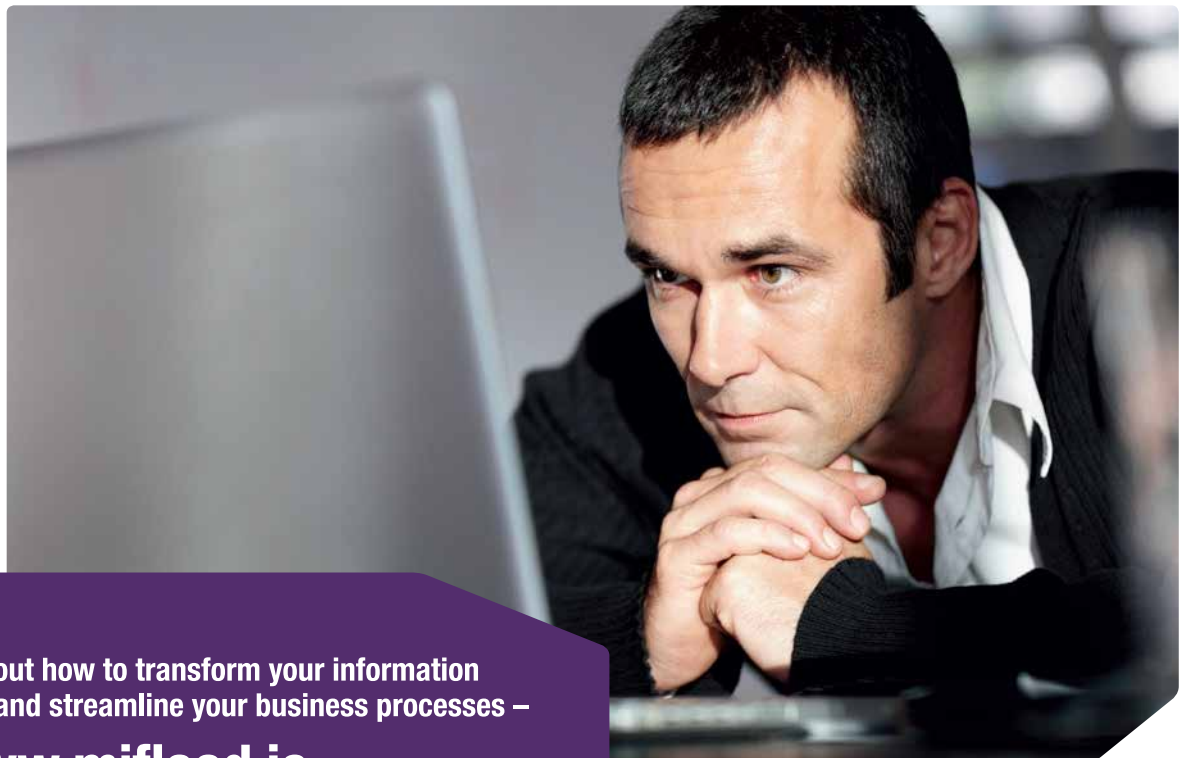
**Konica Minolta GDPR Related Solutions and Services**

- Content management & governance
- Secure file share & sync
- Unified threat management
- Document access management
- Findability and right to erase
- Secure archiving & document retrieval
- Detection of personal data
- Streamlined compliance-related processes
- Secure printing
- Print & scan leak prevention
- Desktop leak prevention
- Anti-virus and anti-malware protection
- Auditability and reporting
- Restricted access functions
- IT security consulting & services

**Next Steps**

GDPR compliance is not a simple, single software solution – it is a combination of good information governance, effective policing, and a variety of solutions to address particular aspects of compliance. Konica Minolta work closely with organisations looking to address their GDPR concerns, and help those organisations identify where they have potential GDPR issues and how those can be rectified. GDPR is coming and it will affect your business – get in touch with us today to begin your journey towards GDPR compliance.

# GDPR 2018



Find out how to transform your information flow and streamline your business processes –  
**[www.mjflood.ie](http://www.mjflood.ie)**