



## GDPR: RECIPES FOR GOOD INFORMATION MANAGEMENT

Every organisation wants ever more widely available data, and ever faster access. But this idea doesn't only affect businesses. In the wake of GDPR, it is time to analyse data flows and set up a framework that guarantees data reliability and accessibility, while adhering strictly to regulations.

To help you develop a successful information governance in your organisation, we're bringing you this set of tested and trusted recipes for staying compliant.

Just a reminder: GDPR is not a new concept. It is inherited from the French Freedom of Information law of 1978.

- As a result, since May 25th, 2019:
- new rules are imposed
  - Real sanctions are fixed
  - New way of processing personal data is determined



### GDPR'S ROLE IN COMBATTING POOR INFORMATION MANAGEMENT

Guarantee the security of all collected, processed and stored data against the risks of loss, theft or disclosure.

Implement document protection measures and procedures.

Collect and record the informed consent of individuals.

Guarantee subject access request (SAR) for individuals to access, modify, restore and delete their data.

Notify the regulatory body within 72 hours if there is a real risk of data breach.



You need to identify where your data resides, what data you have and why you have it. Then define whether you need consent to process that data, and if so, whether you have it and where it is recorded.

### THE CENTRE OF GDPR: PRIVACY AND SECURITY

**ADDING FLAVOUR TO YOUR DISH.**

Two key ingredients: **PRIVACY** and **SECURITY**.

Comply with data conservation and privacy policies.

Do not store information longer than necessary (at the risk of incurring unnecessary costs).

Be able to easily retrace policy changes.

Prove to auditors that your organisation is compliant.

GDPR does not prohibit collecting personal information.

But it **must be relevant** to your business needs.

GDPR imposes a **higher level of privacy protection** for data collected.

Physical Meets Digital

IRON MOUNTAIN

### GDPR: RECIPES FOR GOOD INFORMATION MANAGEMENT

Appoint a DPO.

Evaluate and establish contracts with strategic suppliers.

Communicate information about regulations.

Follow a procedure for reporting data breaches.

Keep a record of data processing activities.

Ensure implementation of the full policy.

Implement Privacy By Design.

The right to be informed.

The right to data portability.

The right to object, access and rectify.

The right to erasure.

The right to automated decision making and profiling.

The right to restrict processing.

### POSSIBLE SANCTIONS

**WATCH OUT FOR THE SANCTIONS!**

**FINANCIAL**  
Up to **€20M** or **4%** of your annual turnover

**CRIMINAL**  
Imprisonment for up to **5 years** and a **€300,000** fine

**NEGATIVE MEDIA EXPOSURE**

### A QUICK REMINDER FOR STAYING COMPLIANT

Develop and communicate the strategy.

Harmonise the data.

Integrate information.

**BEST PRACTICE FOR GDPR COMPLIANCE**

Improve information quality.

GDPR offers a great opportunity to synchronise your processes, technology, organisation and resources.

GDPR should be seen as an opportunity to expand you' company's information governance strategy, not as a set of sanctions.

### TO FIND OUT MORE...

Read more about GDPR and Privacy by Design in our eBook "Sailing towards compliance"

[DOWNLOAD THE EBOOK](#)

