

10 WAYS YOUR SMALL BUSINESS CAN PREPARE FOR GDPR

This guide covers all the key facts of GDPR, what will change to current data protection laws, whether Brexit will affect GDPR, and how KashFlow have been preparing for the changeover.



MAY 2018

On 25 May 2018, the General Data Protection Regulations will replace the Data Protection Act 1998. If you handle any form of personal data, then this will affect your business. It's therefore essential that you effectively prepare.

5 things you need to know

1

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

2

GDPR will harmonise data protection laws across the EU and UK. The new regulations take into account the ever changing landscape of technology, and offer a global approach to data protection.

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 is GDPR different to the current Data Protection laws?

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 how:

1. Employers might now need to provide more detailed information, such as how long personal data will be stored for
2. Should data potentially be transferred to different countries, employees will need to be informed
3. Subject access requests (SAR), where individuals request their personal data, are changing. It'll be free to make a request, and any info should be available electronically
4. All employees will have the right to have personal data deleted or rectified in specific circumstances

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

Will Brexit affect GDPR?



The GDPR will continue to apply to UK businesses for now, regardless of Brexit. The UK will continue to remain a part of the EU until at least 2019, Employers might now need to provide more detailed information, such as how.

The GDPR took effect prior to the triggering of Article 50, which means all UK businesses must comply until the UK leaves the EU. After the UK leaves, the GDPR will still apply

to all businesses unless a replacement is formally introduced.

Even after we leave the EU, businesses offering products and services at EU citizens legally still have 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.

The Government has stated that GDPR will be included in the Repeal Bill, which means it will be adopted into UK law when we formally leave the EU.

The UK was one of the key driving forces behind the creation of GDPR - it's therefore unlikely that it'll be replaced with something drastically different even if the UK does change it.

10 steps your business can take to prepare for GDPR

Tick when completed

1

Read as much as you can on the subject. You and your team will need to fully understand the terms of GDPR, how it will affect policies and procedures for recruitment, the course of employment and the way in which contracts are terminated.

4

Make sure your current system covers all of the rights individuals will have under the GDPR. You should also communicate these rights, and any changes to your system, with every employee.

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.

5

When dealing with Subject Access Requests, make sure your employees can freely access their data and update it where necessary.

3

Review your current privacy policy and make sure it fits the GDPR. This will include making sure you have a lawful reason for processing personal data and that this is reflected in your policy.

6

Your current system will need updating if it doesn't offer individuals to the chance to look up, record and manage consent to any changes in their personal data. This is covered by the Read & Accept feature in KashFlow HR Plus.

10 steps your business can take to prepare for GDPR

Tick when completed

7



Ensure IT systems are all up to date and include a way to comprehensively delete data. This will be essential once individuals have the “right to be forgotten”.

9



You’ll need to assign a Data Protection Officer, who will take responsibility for data protection compliance. Whether this becomes a formal role, and where it sits within your company, is a decision you will have to make.

8



Familiarise yourself with ICO’s code of practice on Privacy Impact Assessments. You should also look at Article 29 Working Party’s latest guidance. These cover Data Protection by Design and Data Protection Impact Assessments, as specified by GDPR.

10



Make sure you have the right measures in place to deal with data breaches. You will need to detect them, report on them and carry out further investigation where necessary.

How have KashFlow have been preparing?

In recognition of the level of work needed to align our current practices and policies with the new rules and requirements, KashFlow 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,

KashFlow 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.

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 KashFlow software, and whether any other key GDPR compliance requirements are necessary prior to the Regulation's introduction.

The KashFlow promise to you

Any extra product functionality required by GDPR will be fully implemented into KashFlow software 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.

3 ways KashFlow HR software can help

Secure Access Requests

Under the GDPR, individuals will have the right to confirm their data is being processed. They'll also be allowed to access this personal data; and other supplementary information. KashFlow HR gives employees access to all their data. It also allows you to set permissions so they can update, or just view, based on their needs.

Securing consent

KashFlow HR Plus includes "Read & Accept" which, it can also be accessed from anywhere - meaning employees can check their personal information and make approvals even when they're not in the office.

Secure storage

While not part of GDPR law, it's important that all personal data is securely stored. Using cloud software means you're not relying on a potential insecure cabinet in the corner of your office. Everything is kept online and accessible from anywhere.



ABOUT KASHFLOW

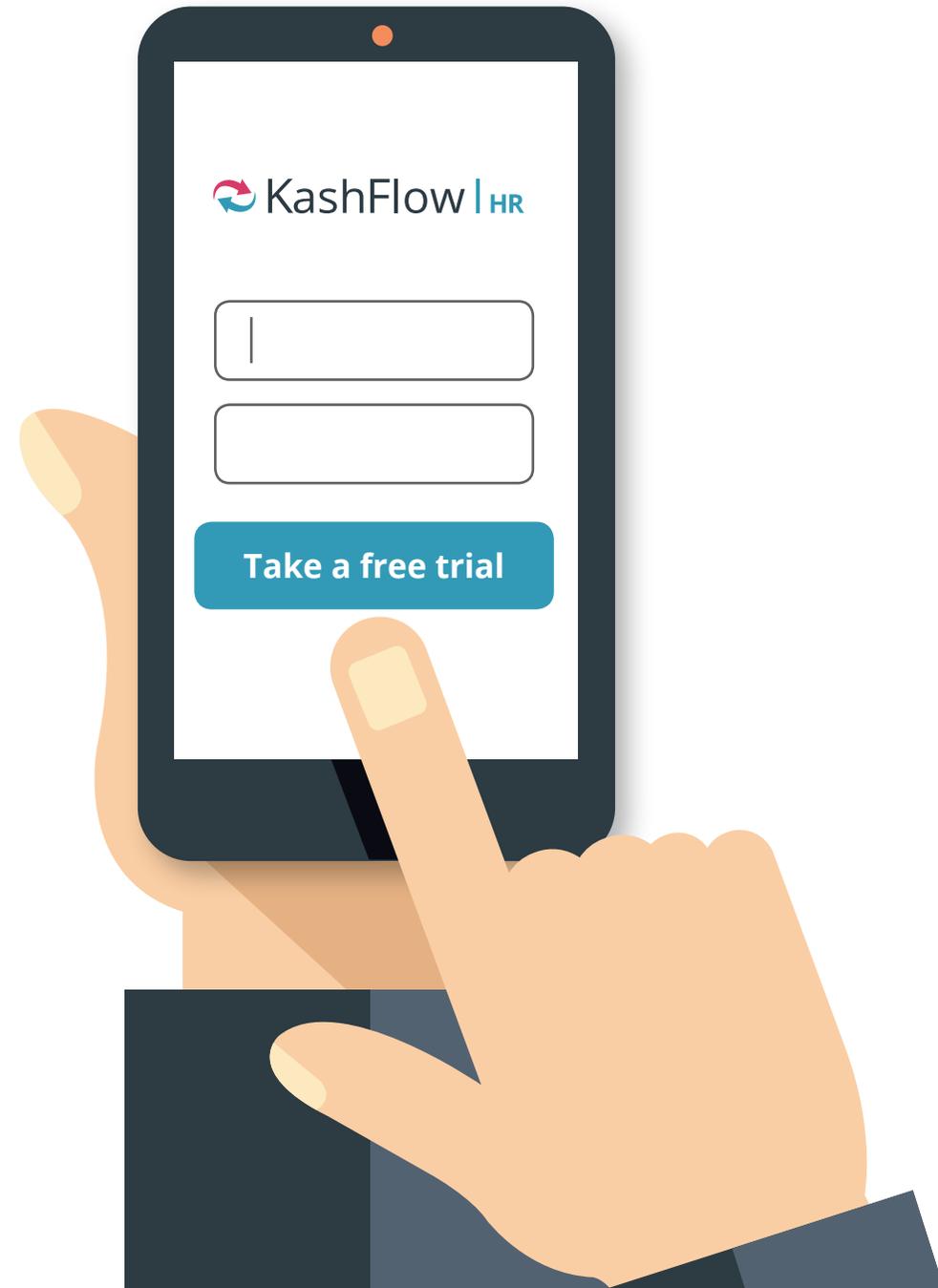
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