SENSIBLE STEPS FOR GDPR

with Fellowes Brands

PROTECT
ON-SCREEN DATA
FROM PRYING EYES

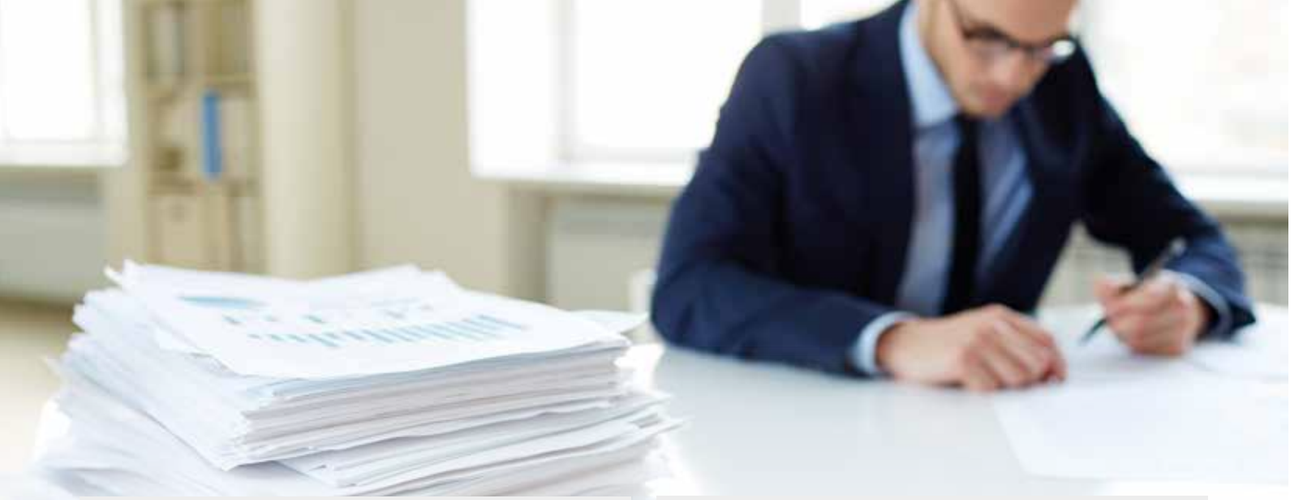
STORE
DATA SECURELY
OUT OF SIGHT

SHRED
DATA EFFICIENTLY
AND COMPLETELY

Fellowes Brands

Fellowes WORK BETTER

BANKERS BOX BY Fellowes



What is EU Data Protection?

In the EU personal data can only be collected under strict conditions for legitimate purposes only. Those who collect and manage personal information must protect it from misuse and must respect data protection law.

What is GDPR?

The General Data Protection Regulation ("GDPR") is a comprehensive upgrade of data protection laws across the EU. It applies to the handling of personal data.

What is personal data?

Personal data is data relating to a living individual who can be identified from that data. Personal data can include names, addresses, National Insurance (social security) numbers and CCTV of individuals. It is anything which could identify a living individual. Personal Data can be in electronic or hard copy form.

What does GDPR say?

Personal data must be processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

6 principles of Data Protection

These six principles should be the core of any data protection strategy. Data shall be :

1. Processed lawfully, fairly and in a transparent way.
2. Collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and up to date; inaccuracies should be processed, erased or rectified without delay.
5. Kept for no longer than is necessary.
6. Processed securely

Consent

Consent gets tougher under GDPR. There are no opt-outs or silence permitted – an active process is required to give consent. There is also a requirement to demonstrate that consent has been given.
For example an active process as box-ticking will have to be put in place.

Right to be forgotten

Gives the individual the right to have his personal data erased "without undue delay"

SAR's – Subject Access Requests

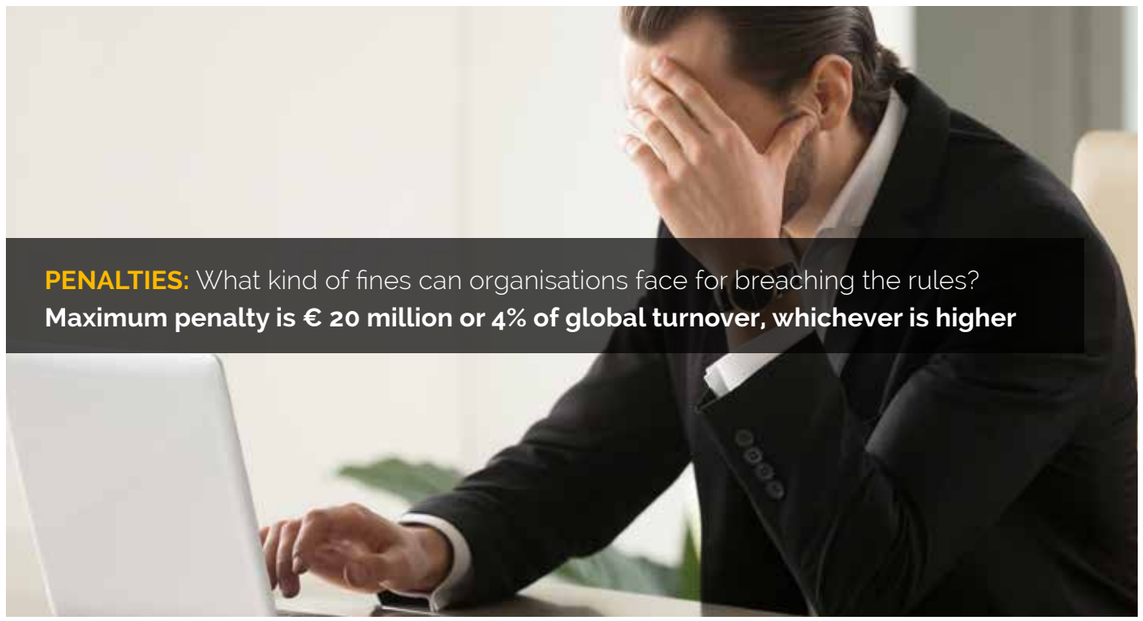
The Subject access request is a process whereby someone can exercise their right to gain access to data held on them. This must be answered within one month of receipt of the request.

Data breaches

When do you have to report data breaches? You might have to tell a regulator about most breaches within 72 hours. You might also have to inform affected individuals too.

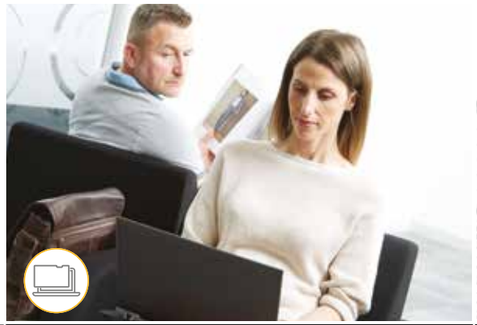
What is a data breach?

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.



GDPR Compliance

This table explains some of the key provisions of GDPR and how Fellowes can help with its range of PrivaScreen privacy filters, high quality shredders and archive boxes.



Compliance Area	EU GDPR Provision	Privacy Filters	BANKERS BOX®	Shredders
Security Articles 5(1)(f) and 32	Personal data must be kept secure. This includes implementing protections against unauthorized or unlawful processing of personal data.	Privacy filters reduce the risk of personal data being compromised, viewed or photographed by third parties.	Our records management boxes enable you to deposit your confidential documents away into secure storage, and to securely transport documents between locations. You can also keep a hardcopy back-up of information that can be easily recalled if there is a physical or technical incident impacting your online systems.	Fellowes shredders securely destroy paper documents ensuring that hard copy data which is no longer required cannot be read anymore. Paper documents are instantly destroyed and nobody else has access to do them anymore.
Data protection principles Article 5(1) **The 6 data protection principles**	**1.** Lawfulness, fairness and transparency - Processed lawfully, fairly and in a transparent way **2.** Purpose of limitation - Collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes **3.** Data minimization - Adequate, relevant and limited to what is necessary **4.** Accuracy - Inaccuracies should be processed, erased or rectified without delay **5.** Storage limitation - Kept for no longer than is necessary **6.** Integrity and confidentiality - Processed securely	**2.** Reduce the risk of personal data being processed in a manner incompatible with the purposes, by reducing ability for third parties to accidently or deliberately take data off a user's screen.	**5+6.** By implementing a robust document retention process, in the unfortunate event of a personal data breach, the potential impact would be less than if those additional redundant documents had also been affected.	**3.** If you don't need personal data, or are holding more information than you need to about individuals, securely destroy this by shredding redundant or excessive records. **4.** If you know a record is inaccurate, securely shred it to minimise the risk of further inaccuracies, mistakes or negative consequences for the person it relates to. **5.** If you no longer need personal data, securely destroy this by shredding redundant records. **6.** By implementing a robust document retention process, which includes shredding of records that are no longer required, in the unfortunate event of a personal data breach, the potential impact would be less than if those additional redundant documents had also been affected.
Accountability Article 5(2)	You need to be able to demonstrate that you have complied with the above principles.	Help to be able to demonstrate that you have kept personal data secure, by building mandatory use of privacy filters into policies and procedures.	Let Fellowes support your internal policies and processes with secure transfer and retention of documents in storage.	Let Fellowes support your internal policies and processes with secure document destruction by shredding.
Lawfulness of processing Article 6	The processing shall only be lawful if one of a limited number of specific exemptions applies – for example the data subject has given consent "to the processing of his or her personal data for one or more specific purposes"	The use of privacy filters limit the processing that can take place with a user's personal data, processing is more likely to be lawful because the data controller is more able to control the processing that is taking place.		
Rights of access by individuals Article 15	Individuals have enhanced rights to access the personal data a company holds about them. Companies normally need to respond within one month		Fellowes Bankers Box® include a clear labelling system enabling a company to find the information more quickly and more efficiently.	
Archival materials Articles 5(1) e and 89	Personal data may be stored for longer where it will be used solely for archiving purposes in the public interest, scientific or historical research or statistics, provided appropriate protections are in place.		Keep your archives in order with a clearly labelled and well-organised system of Fellowes record management boxes.	
Data protection by design and by default Article 25 and 25(2)	Data controllers need to implement technical and organisational measures, in particular those that ensure by default personal data are not made accessible without the individual's intervention.	Privacy filters are a low-cost solution to some of the risk to data protection rights and freedoms.		
Outsourcing Chapter IV	Enhanced obligations on data controllers to supervise the third parties they engage.	Specifying Fellowes privacy filters should ensure consistency and help make it easier to deal with requests you receive (e.g. from DPAs) if the same equipment and same systems are used.		
Audit Chapter VI	Facilitate demonstrating compliance in case of a GDPR audit	The proper use of devices, especially when on the move, should show an auditor that an organisation is competent and make it easier to demonstrate compliance.		

How to start the conversation

PROTECT

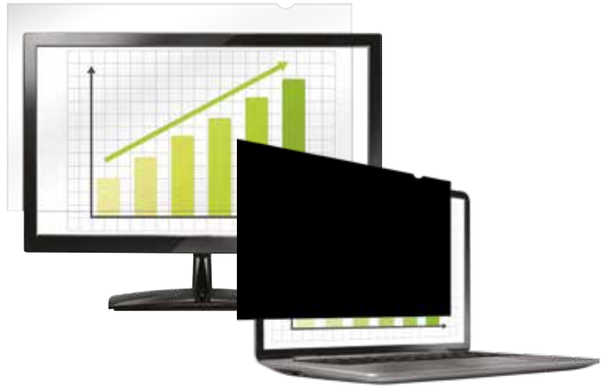
ON-SCREEN DATA
FROM PRYING EYES

Do you have a secure IT environment that includes the use of privacy filters?

Solution:

Help prevent the risk of data breaches by visual hacking on employees' screens.

- Keep your on-screen sensitive information out of sight
- Provide security and peace of mind for your business



Privacy Filters

Sizes from 11.6" W to 27" W available to fit most laptops and monitors

Device Directory

To help you identify the right PrivaScreen™ Blackout Privacy Filter for your device use our online tool.

STORE

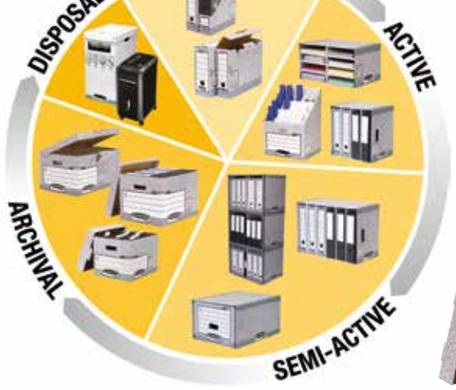
DATA SECURELY
OUT OF SIGHT

Is there a document retention policy in place?

Solution:

Help prevent the risk of mismanaging records, hard copy records should be stored and retained securely and logically as part of a document retention policy.

- Keep your archives in order with a clearly labelled and well-organized system of BANKERS BOX® products as part of your document policy
- The archive boxes enable you to securely transport your documents between locations , until it is time to destroy them



Transfer Files Boxes

Transfer file boxes allow you to keep active and semi-active files in a logical and organised manner.

Filing Units

Filing units help provide organisation and simplification to your records management processes.

Archival Storage Boxes

Archival storage boxes allow you to securely transport and store your documents and records.

SHRED

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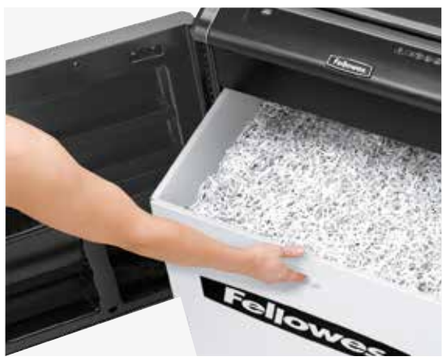
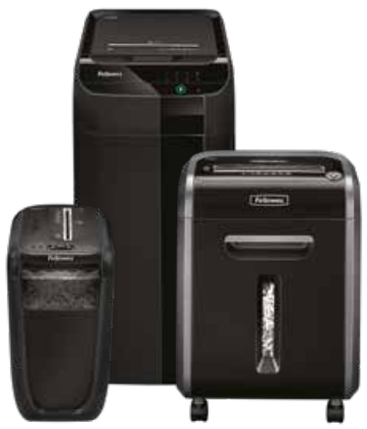


Have you got a solution in place to destroy data after you don't need it anymore?

Solution:

Make shredders a part of the document retention policy helps to minimise the risk of a data breach. Shred hard copies, which are no longer required to keep.

- Securely destroys hard copy data which is no longer required
- Shredded documents are securely destroyed and can't be read again
- Make note of when paper documents need to be shredded. A schedule for cleaning up documents containing personal data.



When selecting a shredder, consider the following:

Where will the shredder be used? How many people will use it?

For how long will the shredder be in use each day?

What security level is required?

Would you prefer auto feed or manual feed?

What other features would you like?

Shredder Selector

Use the online shredder selector tool to determine the best shredder for your needs

www.fellowes.com