



Receiving a fine from a data breach would result in serious reputational damage to any business, and therefore it is vital that all companies are well prepared for the new legislation taking effect. This is where Highlander Security Shredding can help you stay compliant, as we are the leading document destruction company in Scotland, offering complete, bespoke shredding solutions to customers throughout the country.

If you have been holding on to files and documents that are no longer required then don't delay – contact one of our friendly and helpful shredding advisors today for further information on GDPR, and the services we offer to help your business follow the letters of the law!



HIGHLANDER SECURITY SHREDDING

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**"more destructive than
a great white!"**

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GDPR

(GDPR General Data Protection Regulation)

What you need to know!



GDPR - What you need to know!



The Data Protection Act 1998 has been under review for the last 4 years, and the new GDPR (General Data Protection Regulations) will come into place, superseding the Data Protection Act, on **25th May 2018** as the new, EU wide law about how companies handle, store, and use your information and data. The purpose of this review, and change is to ensure transparency, and consistency prevail when it comes to individuals data, and therefore increase the integrity and security of individuals information EU wide. Although the UK are leaving the EU in 2019, the British government has confirmed that GDPR will still take effect, and that businesses throughout the UK will still need to comply with this legislation. The new regulations place more power to citizens, and this leaflet summarises the key changes, helping you prepare yourself, and your business for the impact of these changes.

The key changes from when GDPR comes into place is that tougher fines will be issued to companies for breaches or non-compliance, and it also gives individuals more power and say on what happens to their data. At Highlander we are determined to make sure all your obligations are discharged from a data shredding and destruction perspective!

The GDPR applies to both manual filing systems, as well as electronic, automated forms of data so it is imperative that every business has sound control and audit trail processes in place, and this is where Highlander can help when it comes to the manual, hard copy, paper versions. It is widely known, in general terms, most forms of paperwork and data should be kept for 7 years, however this rule varies depending on what the data is. With this in mind are you, as a business, aware of how long you should

be keeping certain data for? More importantly, are you aware that you will not be legally compliant with GDPR if you are storing information for longer than is required? This opens up the risk of a security breach, and in turn new, tougher fines by the ICO (Information Commissioners Office) of up to £17M or 4% of the companies worldwide annual turnover following implementation of the GDPR in May 2018.

Alongside these fines, under the new regulations and law, individuals are now also able to claim for compensation if they fall victim to a company, or organisation not complying with the GDPR.

This means, if you are holding on to data for too long, or longer than is required you could be fined, as you are no longer complying with the law.

