HR CONSULTANCY LAUNCH PROGRAMME · PUT YOUR DATA-PROTECTION BASICS IN PLACE

Data protection starter pack

The everyday hygiene UK GDPR expects: a privacy notice, security basics, a breach process, and subject-access-request readiness. A signpost, not advice.

01 Publish a privacy notice

Tell people what you do with their data, and put it on your website.

- [ ] Write a privacy notice covering your staff, clients and prospects.
- [ ] Say what data you hold, why, your lawful basis, how long you keep it, and who you share it with.
- [ ] Publish it on your website and link it from your forms.

02 Get your security basics in place

The controls anyone holding sensitive data is expected to have.

- [ ] Encrypt your devices, and turn on MFA everywhere it is offered.
- [ ] Use strong, unique passwords, ideally with a password manager.
- [ ] Set access control so only the right person can open client files.
- [ ] Store client files in secure, backed-up storage, not loose on a desktop or in personal webmail.

03 Have a personal-data-breach process

Decide how you will react before anything goes wrong.

- [ ] Define what counts as a personal-data breach.
- [ ] Write down how you would assess and contain one.
- [ ] Know the duty to report a reportable breach to the ICO within 72 hours, and check the ICO's guidance on what is reportable.
- [ ] Keep a short record of any breach, even one you do not report.

04 Be ready for a subject access request

People can ask for the data you hold on them, and you must respond.

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- [ ] Know that a subject access request carries a one-month response duty.
- [ ] Decide how you would find and pull together the data you hold on one person.
- [ ] Follow the ICO's guidance on handling a request, including any exemptions.

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