



THE 10 STEPS **YOU NEED TO TAKE NOW** **TO COMPLY** **WITH THE GDPR** **IN CYPRUS & EU**

What Is The EU GDPR?

The **General Data Protection Regulation (GDPR)** (Regulation EU 2016/679) was adopted by the European Council and the European Commission on April 27th, 2016 and **will be going into full effect on May 25th, 2018.**

The intended **purpose** of the Regulation **is to strengthen and unify data protection for all individuals within the European Union (EU)** while giving them **better control over their personal data.**

Mandatory for all EU Member States and regardless of national legislation, the GDPR binds public and private organizations **significantly increasing their compliance obligations with respect to privacy.**

Non-compliance is punishable with punitive fines high enough to bring this matter at the top of the corporate agenda.

Where It Applies?

GDPR applies to **any organization of any size**, even if they are located outside of the EU, as long as they are **collecting, storing and/or processing personal data of EU citizens.**

What It Requires?

With new obligations on data subject consent, **data anonymization and transparency**, privacy by design and by default, the GDPR requires organizations which process EU citizens' data to undertake **major operational reforms** in regards to several factors:

- Processing of personal data throughout their lifecycle, from collection to destruction
- Transferability to other countries
- Protection of individuals' rights
- Security (confidentiality, integrity, availability)
- Breach notification in case of violation
- Appointment of data protection officers

Penalties For Non-Compliance

The GDPR is making **security** an **absolute requirement** for **organizations of any size processing EU citizens' data.**

Serious infringements will be penalized by **finest of up to either €20 million or 4% of total annual worldwide turnover**, whichever is higher. Fines are determined by the nature and severity of the infringement.



So What Are The 10 Steps You Need To Take?

STEP 1 Increase Awareness

Make sure that you and other decision makers as well as **key people** in the organization are **aware of the changes** of the GDPR and **how it will impact your organization.**



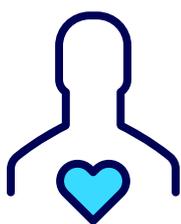
STEP 2 Document Your Information

Start with documenting the personal data your organization holds: **in terms of sources of data acquisition and data sharing.**

The most efficient approach is to **get an information audit.**

STEP 3 Communicating Privacy Data

Review all privacy notifications and **make a plan** to properly **amend** them in order to comply with the GDPR.

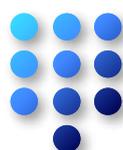


STEP 4 Individual Rights

Check your existing procedures and ensure they comply with individual rights requirements under the GDPR which includes: **how to delete personal data and data provisions for electronically shared data.**

STEP 5 Access Requests

Update your procedures and make provisions on how to handle requests **within the new timescales.**





STEP 6

Lawful Basis For Processing Personal Data

Identify the lawful basis for your processing activity under the GDPR, **document it and update** your privacy notice accordingly.

STEP 7 Consent

Review how you seek, record and manage consents to meet the GDPR standard.



STEP 8 Data Breaches

Make sure that you **have** the **proper procedures for detection, reporting and investigation of personal data breach**.

STEP 9 Data Protection Officers

Check if you are required to formally appoint a Data Protection Officer and designate a person responsible for data protection compliance. Assess where this role fits within the organization's structure and corporate governance.



STEP 10 Seek Professional Advice

Making sure that your company complies effectively with the new GDPR is crucial for your business, thereafter **consulting the appropriate expert safeguards your company**.

Still not sure where to start?

We Might Be Just The Right People To Talk To...



You Are Probably Asking **Why We Are The Right People To Talk To?**

That's A Brilliant Question!

Let Us Answer You:

Our Team Can Help You By Assisting On

All Aspects of Privacy Compliance Related Legal Support,

Implementing Practical Risk Based Solutions That Align To The Way Your Business Operates,

Where It's Possible **To Turn Privacy Compliance Into A Competitive Advantage.**



Our assistance includes:

- GDPR Compliance Program
- GDPR Annual Program Support
- DPO (Data Protection Officer) as a service



For Further information please [visit our website](#) or **call us on:**

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