

Don Ruffles Limited, 138 Victoria Road, Horley, Surrey RH6 7BF

Tel: **0845 5555 007** Fax: **0845 5555 008**

Email: **Sales@DonRuffles.co.uk** Online: **DonRuffles.co.uk**

## The General Data Protection Regulations

Are you ready for the most important change in data privacy regulations in two decades?





# The General Data Protection Regulations

GDPR stands for General Data Protection Regulations - the new legal regime governing how organisations handle data. It comes into force on the 25th May 2018, meaning it's just a few months away. **Is your business ready?**

## Why should I care?

If this is the first time you've heard of the GDPR, you need to get up to speed quickly - fines for non-compliance can be as high as **€20 million** or **4% of global turnover**, whichever is larger. With penalties that high, businesses can't afford not to be ready when the enforcement date comes.

## Does this impact all businesses?

Yes, these new regulations will have a dramatic impact on **every organisation**. It directly affects the way all businesses will **collect, store and process the personal details of customers, prospects and employees**. It doesn't matter how in-depth the data is either, simply having a name on file for a potential lead counts and has to be stored according to the regulations.

## So it's another checkbox for compliance to deal with?

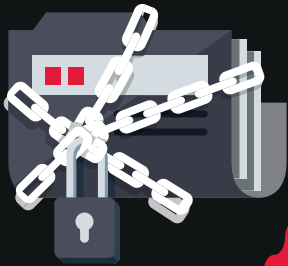
No, leading firms aren't treating the GDPR as just another legal obligation, but as an opportunity to revolutionise the way they work with data to become agile industry leaders.

Sure, you won't be able to use your index files anymore, but businesses who take the GDPR changes seriously have the opportunity to improve efficiencies, productivity and most importantly, earn consumer trust to gain a competitive advantage.

## Why expose yourself to legal risks when you could be creating business opportunities?

The risks aren't only legal either, the GDPR exists to make sure personal data is properly protected against hacking. **Cyber-attacks** cost UK businesses **£34 billion** each year and the average loss to an organisation per data breach is **£3.8 million**.

GDPR aside, you can't afford to be lax with your data security, the good news is that addressing the problem protects you on both fronts.



## HOW TO SECURE YOUR DATA

There are many different ways hackers can gain entry to a system, meaning that a multifaceted approach to data security is needed to keep them at bay. They only have to find one vulnerability in a system to gain complete access, so a holistic security approach is necessary.

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**Here are just some of the areas you need to consider to protect your company...**





## Printer Security

Research has revealed that IT departments don't prioritise printer security and for most businesses, printer security is not a consideration - despite over **60%** of businesses admitting that they have experienced a print-related data breach.

Printers have historically been viewed and treated as external components that perform a single function, they're all too often left out of the security loop. Network security is only as strong as its weakest point, and one neglected area can compromise the entire network.

### **Are printers your biggest GDPR blind spot?**

Print devices are used daily to print, scan and copy all types of personal data, therefore posing a data threat. The older your printers are, the less likely it is that they have the necessary technology to keep your documents secure.

- ◆ - Print devices provide hackers easy access to embedded system data and networks
- ◆ - Often, printed documents containing data are left and not retrieved for long periods of time making them easy to intercept
- ◆ - Most environments have few or no restrictions on who can print what, when and where
- ◆ - Most print environments are not able to provide accountability or an audit trail of what has been printed and by whom
- ◆ - Devices can store a history of all documents that have been printed or scanned during the life time of the machine





## Building Access & Identity Security

Many businesses use electronic access and identity passes to access their premises or areas within a building.

This technology, which **uses radio frequency identification (RFID)** to electronically store information, has replaced physical keys in most instances because it is an effective, fully monitored and recorded access system.

However, this means that security passes carried by staff, visitors or contractors will give its code to any reader operating on that radio frequency. Any staff carrying a pass in public can be scanned, **endangering your business**.

Criminals can easily scan unsuspecting victims' cards by just waving a scanner in close proximity. A flick of the wrist on a packed train or escalator is all that is needed.

The fraudster can then transfer the data to a blank card. They then have an exact clone of your company's access key. Is it any surprise that **fraud rates have risen by 20%** in the last year alone?





## Digital Document Security

The GDPR encompasses all types of data, which means it also applies to your paper records. **Over 40%** of UK data security incidents were attributed to physical copies of data. Paper documents, records and files pose particular risks because they are easily **replicated, lost or stolen** and it's **untraceable**.

Luckily, the risks of paper documentation can be reduced easily, by simply digitising your paper records. Not only can this make your data more secure, it also offers a host of other benefits by improving efficiency and simplifying GDPR compliance.

Under the new GDPR regime, anyone may request to have information held on them via electronic means, requiring you to digitise any paper documents as they're requested. Why trawl through filing cabinets for each request when you could implement a digital system?

### The right to 'be forgotten'

Not only can individuals request to see their data under the new GDPR rules, they can also request to have it deleted. This can be done at the press of the button when data is held digitally, but not so easy with a decentralised paper system.

The average employee spends **20%** of their time at work searching for files and gathering information - instant searches could vastly increase productivity.

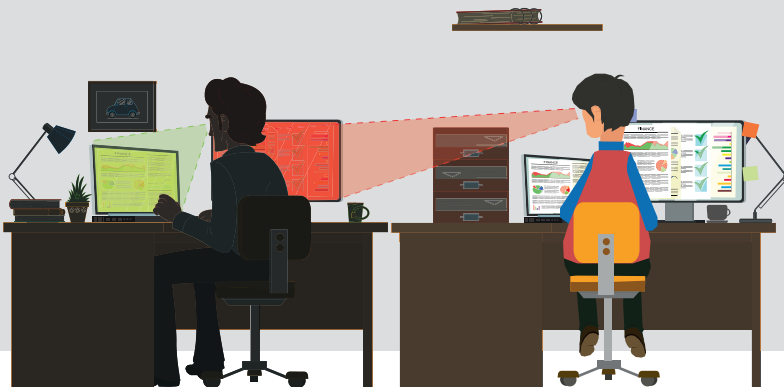
### How document scanning can help?

Scanning your documents and working with them digitally puts you in complete control, giving you immediate and controlled access to the documents you need. Unlike paper documents, search is easy and document security becomes locked down to only those people who need relevant access -so you're in complete control of your data.



## On-Screen Data Security

Computer screens pose a security risk as anyone present may peek at what the user is viewing and it happens a lot.



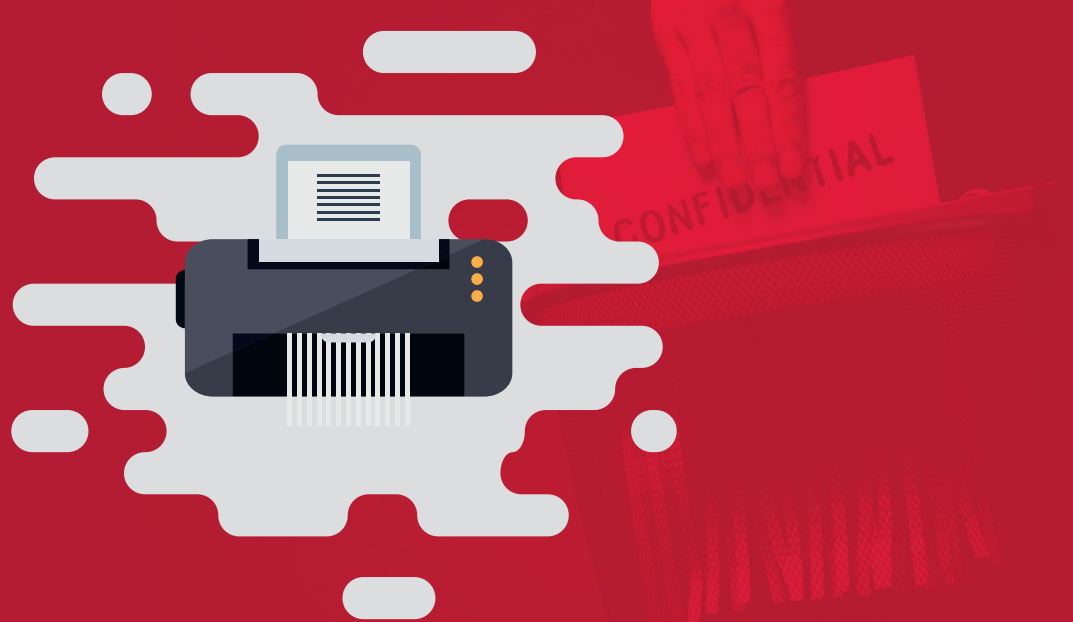
**69%** of people have had their visual privacy violated in the workplace, yet only **21%** of companies have a visual privacy policy.

On-screen security risks are easily resolved. Privacy screens protect onscreen data, by obscuring the view on either side of a screen, it becomes dark and unclear to onlookers, but remains viewable to the user directly in front.

Privacy screens enable employees to work comfortably, safely and more productively with confidential business, whether they're in a high traffic area within the office, or working in public, a privacy screen enables work.

They're the ideal tool for employees wanting to work outside of the office or in a public place safely without the risk of compromising private company data or personal information.

The screens also alleviate the risks of eyestrain and headaches by reducing glare, whilst also protecting fragile LCD screens from scratches, damage and finger-marks.



## Document Shredding

Even with a digital document system, we're still some time away from going fully paperless, therefore it's crucial to ensure proper procedures are taken to secure hardcopy documents because under the GDPR, you're liable if a data breach leads to an individual's information being stolen.

A key component of data security is proper paper disposal. Unshredded documents can be read by anyone. Shredding protects the reputation of your brand, your intellectual property and your sensitive commercial information.

### **Are you currently letting your staff choose between confidential shredding and recycling?**

If you are, this could be putting your business, customers, suppliers and staff at risk. By law, the information your business creates, receives and processes must be destroyed compliantly. As well as being a legal obligation, with every organisation susceptible to a data breach, confidential shredding is essential to the confidentiality of your customers, employees and others who trust you with their personal information.

Avoid costly mistakes and protect your business from potentially large fines by taking the decision away from your staff and using our NEW secure document destruction service, which allows staff to deposit ALL of their paper waste into locked consoles for on-site or off-site shredding and recycling.

**Contact us for more information on our  
new secure document destruction service**



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Contact us now to arrange  
an appointment to discuss  
how we can help you  
implement a strategy to  
secure your data.

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