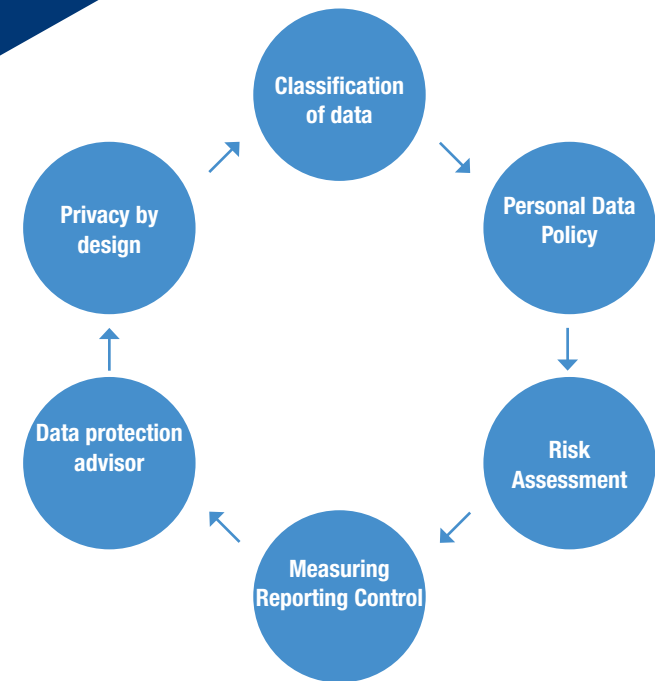# HANDOUT

Guide to the EU General Data Protection Regulation

GUIDE TO COMPLIANCE WITH REQUIREMENTS

Classification of data

CLASSIFICATION OF DATA

Personal data is a kind of information about a physical person who can be identified directly or indirectly. For example:

- id-number
- data localisation
- on-line id
- telephone number
- biometric information
  - finger print
  - special characteristics

Classification of data

Personal Data Policy

Risk Assessment

Measuring Reporting Control

Data protection advisor

Privacy by design

GUIDE TO COMPLIANCE WITH REQUIREMENTS

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Personal Data Policy

Risk Assessment

Measuring Reporting Control

PERSONAL DATA POLICY

Personal Data Policy is the company's description of how personal information is processed, stored and protected against data security breach, including:

- methods for delivery, change or deletion of the registered data
- changes in handling is only allowed with consent
- self-regulation is a cornerstone of enforcement

RISK ASSESSMENT

Risk Assessment includes among others an assessment of the damage that a data security breach may cause. Examples may be:

- misuse of mail
- identity theft
- misuse of HW / Apps
- blackmail
- loss of reputation

MEASURING:

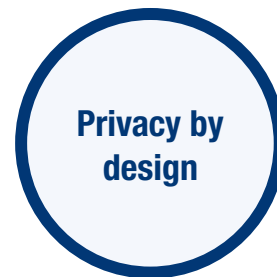- Methods for securing the security level

REPORTING:

- Notification of security breach (72 timer)
- Contingency plan

CONTROL:

- Self-regulation evtentually via DPO (Data Protection Offices)
- Verification of the use of personal data

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Data Protection Advisor

Privacy by design

DATA PROTECTION ADVISOR

Data protection advisor (Data Protection Office) is an independant part with special insight of rules and techniques regarding Data Protection.
DPO is obligatory for companies that process personal data as a core activity and for public authorities.
DPO is responsible for self-regulation.

PRIVACY BY DESIGN

IT systems must be designed to protect the personal data as far as possible. The highest level is standard and requires indirect acceptance or active acceptance (sensitive personal information) for changes. The registered subject must be informed of what information is gathered and how the information is used.

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