



# The General Data Protection Regulation

## GDPR

The General Data Protection Regulation (“GDPR”) applies to all businesses that hold or otherwise process personal data (including sole traders). The GDPR sets out the responsibilities of businesses in relation to the personal data that they collect and hold, and it also governs the processes businesses use for managing such personal data.

### As part of these preparations:

Network Digital Communications Limited has undertaken a data protection audit in order to assess the current state of play within the business, to determine the degree to which our current processes align with the requirements set down in the GDPR, and to identify areas for improvement.

Network Digital Communications Limited has a GDPR training program for all employees to ensure they understand the basics of data protection law, to ensure they can identify personal data and are fully trained on how to process personal data in a safe, secure and confidential manner.

Network Digital Communications Limited has a new internal policy which requires all new processes affecting personal data to undertake a Data Protection Impact Assessment (“DPIA”) prior to launch - this is in order to anticipate and minimise privacy risks.

Network Digital Communications Limited has a procedure for the identification and reporting of data breaches, including those which may contain personal data. This includes training for all staff to ensure that they are able to spot when a data breach has occurred and the steps to take once a breach has been identified.

Network Digital Communications Limited also has a new procedure in order to handle Subject Access Requests (“SARs”). All employees will receive training on how to identify a request and who the request should be referred to for action. Staff members responsible for processing SARs will receive additional training to ensure the SAR procedure is correctly implemented.