



It is widely known – in general terms - most forms of paperwork and data should be kept for 7 years, however this rule varies depending on what the data is. With this in mind, are you as a business, aware of how long you should be keeping certain data for?

More importantly, are you aware that you will not be legally compliant with GDPR if you are storing information for longer than is required? This opens up the risk of a security breach and in turn, new tougher fines by the ICO (Information Commissioners Office) of up to £17M or 4% of the companies worldwide annual turnover, following implementation of the GDPR. Alongside these fines, under GDPR individuals are now also able to claim for compensation, if they fall victim to a company, or organisation not complying with the GDPR. This means if you are holding on to data for too long, or longer than is required **you could be fined**, as you are no longer **complying with the law!**



HIGHLANDER SECURITY SHREDDING

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GDPR

(GDPR General Data Protection Regulation)

What you need to know!



GDPR - What you need to know!



Receiving a fine from a data breach would result in serious reputational damage to any business and therefore, it is **VITAL** that all companies are fully GDPR compliant. This is where Highlander Security Shredding can help you, as we are the leading document destruction company in Scotland, offering complete, bespoke shredding solutions to customers throughout the country. We are ISO 9001, 14001, 18001 and 27001 accredited, as well as being members of the United Kingdom Security Shredding Association and a nominated supplier of the Law Society of Scotland.

For everyday confidential data that is generated it's important as a company that you have a secure, safe and reliable way to store this information until the point of collection and shredding. Highlander offer a range of service options to ensure compliance with the law, including secure, lockable cabinets as well as locked, wheeled bins. If you have been holding on to

files and documents that are no longer required then don't delay – contact one of our friendly and helpful shredding advisors today for further information on GDPR, and the services we offer to help your business comply with the law at **ALL TIMES!**

The new GDPR (General Data Protection Regulation) came into place, superseding the Data Protection Act, on 25th May 2018 as the new, EU wide law about how companies handle, store, and use your information and data. The purpose of this review and change, was to ensure transparency and consistency prevails when it comes to an individual's data, therefore increasing the integrity and security of all citizen's information, EU wide. Although the UK is leaving the EU in 2019, the British government has confirmed that **GDPR will still apply**, and that businesses throughout the UK will still need to adhere to this legislation. The regulations place more

power to citizens, and this leaflet summarises the key changes, helping you ensure that your business is fully compliant.

The key changes when GDPR came into place is that tougher fines will be issued to companies for breaches or non-compliance, and it also gives individuals more power and say on what happens to their data. At Highlander, we are determined to make sure all your obligations are discharged from a data shredding and destruction perspective! The GDPR applies to both manual filing systems, as well as electronic, automated forms of data so it is imperative that every business has sound control and audit trail processes in place, and this is where Highlander can help when it comes to the manual, hard copy, paper versions.

