

New data protection laws will affect us all



### RELEVANT?

The new EU General Data Protection Regulation applies to the Alzheimer Society of Ireland (ASI) just as it does to all charities, businesses, organisations and public sector bodies. Tough new penalties loom for "data controllers" including fines of up to €20 million euros or 4% of annual turnover.



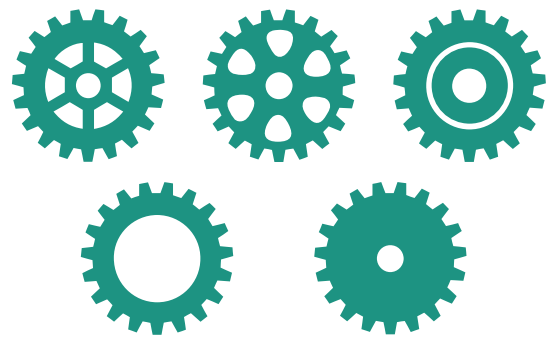
### STORED DATA?

ASI has to know exactly where it stores "personal data" belonging to living individuals, including service users, employees and contractors. We must ensure the identifying information is limited to what is necessary for the task and that it is not excessive.



### PARTNERS?

Think about who we work with. Who do we share personal data with? All third party service providers must now sign a written contract containing very specific GDPR related clauses. Relationships with state entities should also be documented.



### PROCESSES?

All areas of ASI, including departments, branches and centres must be aware of how and why they handle personal data. Are all these processes documented and GDPR compliant? Don't use data for a secondary purpose unless you're sure it's acceptable. Ask for advice.



### REQUESTS?

ASI must respond swiftly to "data subject" rights. For example, an individual may write asking for a copy of all data stored on them, known as a Subject Access Request, or they may ask for their data to be erased. We should satisfy valid requests within 30 days.



### BREACHES?

A breach leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. If it could pose any risk to the people affected we must respond swiftly and inform the Data Protection Commissioner within 72 hours.



### SECURITY?

The security measures pertaining to digital files on our IT system or to manual files held securely is expected to be standard across the organisation. Nevertheless, you should highlight any deficiencies you encounter so they can be rectified immediately.



### REVIEW?

The GDPR is not a tick box exercise. ASI must regularly examine its compliance with the new laws by reviewing procedures and demonstrating a commitment to protecting data on an ongoing basis. We greatly appreciate your support and efforts in this key compliance area.