

Data Protection at GUK and RUK Sites – Refresher



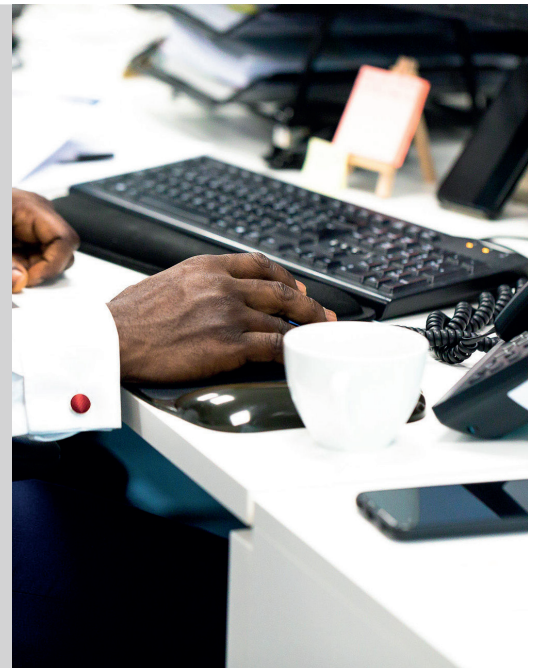
The General Data Protection Regulations (GDPR) provide guidelines as to how we should deal with personal data. This being data that can be used to identify an individual.

Whilst working at our clients' sites, both RUK and GUK staff, have access to personal data. Examples being tenants and visitors' names and addresses, car registration numbers, CCTV and Body Worn Camera images.

It is essential that such data must be kept secure and only used for the purpose that it was recorded for. The owner of any such data is the client. GUK is what is known as a data processor and acts on behalf of the client with authority to process data on their behalf.

The following simple rules should be followed to avoid a breach of the regulations: -

- Data should only be recorded if necessary.
- If must never be forwarded or shared without the permission of the client.
- Only record what is required.
- It should only be kept for the duration of its use. Don't hold onto information if it is no longer required.
- Make regular checks of desks logs, computers to ensure that data the is not required is deleted or destroyed.



It is good practice to regularly audit your workspace to ensure that that the data held in both hard and soft copy is required.

Should you require any further information or advice please speak to your Contract Manager or contact the GUK Compliance Manager norman.blight@guk.co.uk