

### Introduction

A new EU regulation will soon come into effect that impacts how all organisations collect, hold and process people's personal data. The **General Data Protection Regulation (GDPR)** will become law on 25<sup>th</sup> May 2018 and will introduce new responsibilities that supersede the existing Data Protection Act.

Simply put, EU residents will now have greater say over what, how, why, where, and when their personal data is used, processed, or disposed of. This rule clarifies how the EU personal data laws apply even beyond the borders of the EU. Any organisation that works with EU residents' personal data in any manner, irrespective of location, has obligations to protect the data.

### How Will Mullan Comply With GDPR?

As we approach May 2018, Mullan is focused on its GDPR compliance responsibilities. We are reviewing (and updating where necessary) all our internal processes, procedures, data systems and documentation to ensure that we are ready when GDPR comes into force in May 2018.

We will implement the relevant tools and practices to ensure the safeguarding of any data handled by Mullan Training and all of its employees.

Our GDPR Principles are:

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is adequate, relevant and not excessive
- Processed data is accurate and, where necessary, kept up to date
- Data is not kept longer than necessary
- Data is processed in accordance with an individual's consent and rights
- Data is kept secure

Some of the specific initiatives that we are currently progressing include:

- **Data Review** – An extensive review of all personal data we hold, as we prepare a detailed data roadmap which outlines where this data is held, why we hold it and for how long.
- **Process Updates** – Updates to our existing procedures to ensure we have the tools to maintain compliance with GDPR. This includes the appointment of a new Data Protection Officer, and a review of our existing policies such as our data security.
- **Review of consents** – Review of our existing marketing practices, and associated consents, to ensure that these are transparent, fair and GDPR-ready.