



Hampshire Trust Bank

# Preparing for GDPR



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## What is GDPR?

General Data Protection Regulation (GDPR) is European Union (EU) regulation that, in simple terms, seeks to establish a common standard for data protection across the EU and seeks to give data subjects greater protection, visibility and control over how their data is processed, stored, safeguarded and destroyed.

GDPR applies to UK businesses, it will replace the Data Protection Act and, regardless of Brexit, it will take effect from 25 May 2018.

## What has Hampshire Trust Bank done in preparation for GDPR?

At Hampshire Trust Bank, we take data protection seriously. We have had a dedicated GDPR implementation team in place since July 2017, working hard to understand the impact of the regulation and to map out the work streams that are required to ensure that we are compliant ahead of the deadline.

We recognise that for many small businesses, it is difficult to work out where to start and what is required.

However, it is important to remember that while all businesses will have their own unique challenges, the core of what is needed to be GDPR compliant is the same.

We thought it could prove useful to share with you the key tasks that we have undertaken to ensure that we are GDPR compliant.

If you have not started or only recently started your GDPR implementation work, then hopefully this document will provide you with a good reference point for your own preparation. If you are at an advanced stage of your GDPR implementation project then we hope this will give you some comfort around your own project.

# Preparing for GDPR

1. We have a clear, documented **Data Privacy Policy** to ensure that safe processing of personal data and facilitating data subjects rights is an integral and important part of the way we do business.

2. We have a **Fair Processing Notice** that puts data subjects in control of their personal data by clearly explaining who we are, the lawful basis for us processing the personal data, what personal data we collect and process, how and why we use it, how long we keep it and the data subjects rights in respect of their personal data.

3. We have internal **standard operating procedures** that ensure that data subjects are aware of their rights and to ensure that we collect, process and store personal data safely and appropriately and can give effect to data subjects rights.

4. We have a **Data Protection Officer** with a clear mandate and infrastructure to effectively oversee and support the safe processing of personal data, implementation of new processing activities, to assist data subjects exercise their rights and monitor and report data breaches.

5. We have a **Data Governance Forum** to oversee data protection matters and to ensure that data protection is reported and monitored by senior management.

6. We have put in place appropriate **contracts with our third party data processors** and implemented effective measures to oversee any third parties who process personal data on our behalf.

7. We have produced **data maps and records of our processing activities** that show what data we collect, where we get it from, what we use it for, who we share it with and where it is stored.

8. We have provided **training to all our staff** to ensure that they understand our data privacy obligations and can give effect to data subjects rights.

9. We have implemented or updated our **systems and controls** to ensure that personal data is kept secure, encrypted, only processed in accordance with our Fair Processing Notice and is securely destroyed when appropriate.

# Contact us

Hampshire Trust Bank is a specialist bank, staffed by experts focused on helping UK businesses realise their ambitions.

Our dedicated Asset Finance, Property Finance and Specialist Mortgages teams ensure that businesses receive the outstanding service, lasting relationships, integrity and expertise they need to prosper.

We also provide savings accounts to individuals and businesses and since we lend to SMEs, our savers can be sure their money will help boost the British economy.

Contact us to find out more about working with us and how we can support your business through the implementation of GDPR and beyond.

**For general enquiries, contact Hampshire Trust Bank on 020 7862 6200 or email [info@htb.co.uk](mailto:info@htb.co.uk)**

9am to 5pm Monday to Friday, excluding Bank Holidays

