



GDPR: Simple steps to protect personal data

Here, we're going to take a closer look at the practical steps small businesses can take to ensure their data management systems are up to scratch.

The key to getting it right is understanding what data you currently hold and how you are managing it...



The good news is, being GDPR compliant doesn't mean you have to shell out thousands on new IT software and fancy kit. There are many quick and easy steps you can implement right away, to bolster your data security and processes. Along with upgrades to consider that could bring greater long-term benefits for your business, while helping you comply.

Know what GDPR applies to



GDPR compliance is compulsory for all businesses operating in the EU, even if a company isn't physically based here. It applies in all contexts and across all sectors, whether you're a huge multinational, SME or one-man-band.

Know the consequences for non-compliance



As we've touched on, the penalties for getting it wrong – or for not taking action – can be steep. Firms can be fined 20 million euros, or four per cent of an organisation's global turnover, whichever is higher. And while it may seem unlikely that a small company would be investigated, anyone can report your business to the UK regulator if they're not happy with how you looked after their data. Even competitors...

Know what is classified as personal data



GDPR centres on 'personal data', which it classes as anything that can be used to identify someone. How you got the data in the first place, why you have it, what consent the individual has provided for how you might use their data and even how long you keep the data for, are all issues that now need to be considered. For more detailed information, make sure you grab a copy of our comprehensive free guide: [What is GDPR?](#)

Protect your laptop



If data is used, accessed or stored on company laptops, make sure you secure your laptops using drive encryption and end point protection.

Use encrypted means when working remotely

If you are working remotely, ensure that you use a VPN or SSL encrypted means of accessing sensitive information. Use platforms such as WhatsApp, which have end-to-end encryption.

Manage user access

Manage user access to sensitive data and make sure you know who has access to privileged data within your organisation.

Use a robust firewall

Make sure your network is protected from attack by using a robust firewall that is monitorable.

Use anti-malware software

Use relevant anti-malware software to prevent these types of attacks.

Protect removable media

Reduce the use of removable media and make sure you scan removable media like USB drives before using them. If you backup and store data on USB drives, then protect those drives with encryption.

Claim your FREE GDPR consultation

At Dragon IS, we know that understanding and complying with GDPR may seem like an impossible challenge, especially when you're a small business with limited time, money and resources available. We can help.

We can support you to create a GDPR framework that ensures both the data you hold and your wider business operations, are protected and as efficient as they can be, and also that they can grow with you.

If you want help cutting through the jargon and to feel confident that you have everything covered, then why not have an informal chat with our team. As a first step, we are offering a free GDPR consultation.

To claim your free GDPR consultation, please call 0330 363 0055 or email gdpr@dragon-is.com

About Dragon IS

Dragon IS, based in Milton Keynes, is an IT support company and cyber essentials certified supplier. Established over a decade ago, we specialise in working with small and medium sized businesses.

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