

What we're doing about GDPR



Managing personal information

- Making sure we know where our personal information **is** and where it **goes**
- Only keeping and sharing personal information where absolutely necessary. The less we have the easier it is to find if we get a request
- Thinking about Data Protection from the word go – introducing Data Protection Impact Assessments (**so we understand and reduce data protection risks**)

Processing personal information

- Personal info – knowing **what** we do with it, **who** we share it with and **how long** we need to keep it!
- Privacy statement – making it really clear for **everyone why we want their personal information**
- Using clear consent boxes (easy to opt in!)

Keeping personal information safe

- Checking our Information Security policies and standards
- Looking at access to Co-op systems (who has it and do they **need** it?)
- Data breaches – making sure we all know what to do

Suppliers and third parties

- Making sure we all follow the procurement process
- Checking that we only **share the essentials** with our third parties
- Updating our procurement policies – like what we need to do when we start or stop working with a supplier
- Making sure contracts are in place and due diligence performed

Personal information rights

- Making sure specific training on rights and requests is provided to the right people
- Providing GDPR training for all our colleagues

Protecting information – it's all about you.

For more information, search 'GDPR' on the Intranet.