



GDPR COMPLIANCE SIMPLIFIED

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THE IMPORTANCE OF COMPLIANCE IN A DATA-CENTRIC WORLD

The importance of data in business is nothing new, nor is the importance of making sure that data is handled in the appropriate ways to guarantee company compliance.

However, today there is simply a lot more data to process, organize and store. In fact, **90%** of the world's data has been produced in the last two years alone. Roughly **2.5** quintillion bytes are being created a day.

More than ever, medical services add to electronic databases while private businesses rely on massive repositories of consumer data to make regular, everyday decisions. With this continuing surge of business critical data, sensitive data, it's essential its protected to maintain daily operational capabilities.

The introduction of the General Data Protection Regulation (GDPR) means that as of May 2018, the European

Parliament will declare a new set of data protection principles, designed to bring EU policy up to date with the digital age. The deadline for new legislation is less than four weeks away, and so, the storage and security of a company's personal data can no longer be treated as an afterthought.

Luckily, advances in technology mean that complex everyday tasks can be made simpler, easier and more affordable, and the route to compliance is no different.

In fact, the GDPR is a real opportunity for organizations to optimize their internal processes, improve their transparency and boost their reputation.

One of the foundational ways to stay compliant no matter the landscape is by creating a data compliance process strategy. In this eBook will look at why and how.

GETTING TO KNOW YOUR DATA PERSONALLY

In preparation for the GDPR, it is crucial for businesses to thoroughly understand their data and content management practices. To help ensure data compliance it is imperative to analyse the way in which data and content moves around and through the business and assess its changing security posture. This will allow you to better judge the areas which need compliance attention. For most organisations large and small this process can prove a painful and laborious task.

The GDPR states that if you are a public authority or if you carry out certain types of data processing activities you must appoint a Data Protection Officer (DPO). An expert DPO helps set up internal systems, monitor internal compliance, assess risk and acts as an adviser on data protection requirements. In theory, every company who can afford a DPO would be advised to appoint one as expert guidance. However, the cost of hiring a GDPR compliance expertise can be prohibitive.

BPA GDPR COMPLIANCE: A DIGITAL SOLUTION FOR A DIGITAL PROBLEM

Leveraging our years of quality management system expertise and a joint venture with GDPR Choices a compliance specialist, we have extended our BPA Office 365 application platform to include lifecycle GDPR management to simplify and ease your compliance journey.

If GDPR forces you to review many of your processes, why not align this effort with gaining some business benefits via low hanging digital transformation opportunities. Office 365 is an organization's key to improved cloud compliance, agility and productivity. In order to meet its own compliance objectives Microsoft has invested millions in automating and protecting processes that provide joint compliance protection for themselves and their customers who process data on their systems. So, if you want to simplify your journey towards compliance and be more effective, now is the time to embrace Office 365.

BPA GDPR Compliance is the only compliance solution that's fully integrated with Microsoft Office 365, it brings new features to Office 365 and seamlessly leverages Office 365 native capabilities. It provides you with a full set of compliance tools to facilitate your GDPR journey, offering you full lifecycle management and transparency of your data processes.

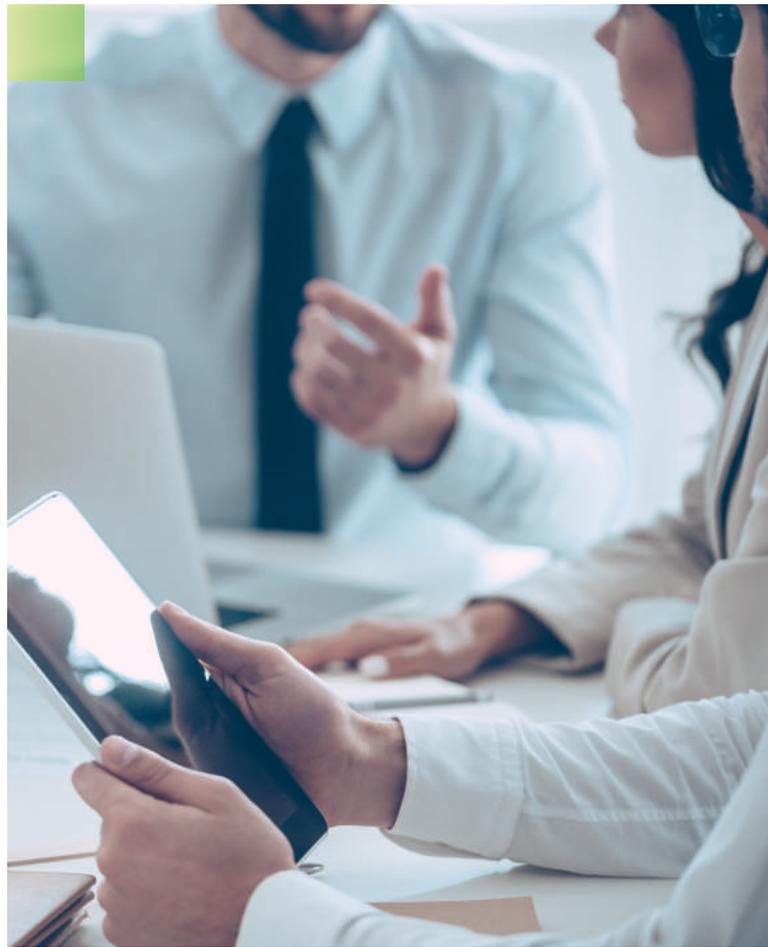
BPA GDPR Compliance has been configured by GDPR professionals to provide you with a ready to deploy process engine that condenses complex rules into much simpler form-based processes and terms suitable for the everyday business users. This approach dramatically speeds up the understanding of the practical requirements of operationalising GDPR compliance

Achieving and sustaining GDPR compliance

To ensure data compliance, organizations must:

- Answer complex requests
- Track data assets
- Manage a vast amount of regulatory documentation
- Plan audits
- Identify risks
- Set controls
- And much more...

In this new age of the GDPR, mistakes in this area could cost you. Failure to comply with the new regulation could mean fines of up to **€20 million** or up to **4%** of annual turnover. For a lot of businesses this level of penalty could put them out of business. Putting the fines to one-side the loss of reputation to a business and data subject third-party class actions could also hit bottom lines, hard.





GDPR a heavyweight project

Due to its scope, a GDPR compliance project itself is quite a beast and requires careful planning and management. As such BPA GDPR Compliance has some powerful features to manage time, cost and resources that will enable you to effectively manage the project. These same features also provide a framework of operational controls that will drastically reduce your company's ongoing compliance overheads.

Content that gets you on the right track

BPA GDPR Compliance ships with content, templates, questionnaires and workflow driven processes that really help you understand GDPR compliance and its application in the real world. It is ready-to-use, integrated with Microsoft Office 365 and uses prebuilt audit questionnaires and unique controls to facilitate comprehensive data compliance, regardless of your employees' level of GDPR knowledge. Your business still needs to make sure you have the right level or compliance knowhow or get some support from expert third parties, but you will be amazed at the value we bring.



Here are three pillars of the BPA GDPR Compliance solution that can help ensure data compliance for a business of any size.

Lifecycle GDPR implementation and management

GDPR legislation is complex, spanning 11 chapters and 99 articles, its implementation must be in the context of the organisation adopting it. One size does not fit all, therefore understanding these rules and their implementation can be time-consuming and complex.

BPA GDPR Compliance contains all the main GDPR control processes out of the box:

Document templates and powerful document management facilities

Policies, Contracts, Procedures, Plans, Organisational Context

Core Processes, built on ISO certified platform

DPIA, SARs, Breach Management, All registers, Risks, Security Controls, Tasks

Office 365 Integration

Compliance Manager, Workflow enabled (Flow), Powerful reporting (Power BI), and SharePoint.



COMPLIANCE AUTOMATED: SIMPLE, AFFORDABLE AND AVAILABLE

The GDPR will affect every aspect of a business, from legal to IT, HR and finance. . This wide distribution of data across an entire organization can prove troublesome to align with the new regulations, especially when data is stored on various electronic devices and in numerous remote locations. BPA GDPR Compliance is a scalable, secure and efficient tool that sits within your existing Office 365 environment, meaning that compliance remains consistent across all locations and devices.

With BPA GDPR Compliance and Office 365 organizations can provide a seamless corporate approach to data management with unique controls, inbuilt auditing and personalized action plans. Linking BPA GDPR Compliance with Microsoft's Office 365 data management layer you can benefit from real-time data management as your content continues to grow. Plus with the GDPR just around the corner the timing couldn't be better.

If you'd like to arrange a demo or have specific questions about what BPA GDPR Compliance can do for your business, contact us today.



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