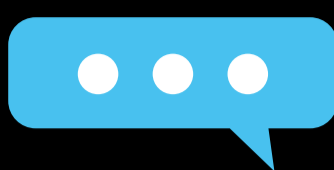


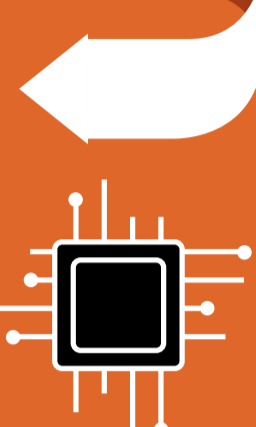
Data Protection Challenges of Hybrid Working



Introducing new technology to facilitate and enhance team productivity.

consider

- Training provided and understanding checked?
- Easy for staff to access? (So they don't shortcut!)
- Controls and training for anyone else using the system?
- Lines of reporting and monitoring?



Staff and others Accessing Multiple Digital Platforms.

consider

- Who owns the device?
- Which apps and software are being used?
- Anyone else using the device or Internet connection?
- Robust password controls?
- Is the data being processed in the UK/EU?



Processing data between the home-office and office, and using co-working space(s).

consider

- Who can see the device/paper/system in use?
- Who see it when not in use?
- Private space for confidential conversations or work?
- Are USB sticks/drives or DVDs being used?
- Where is the personal data is being processed?
- What format is the personal data?



Tips and Solutions

- ✔ Remember GDPR also applies to paper files, not just digital ones.
- ✔ Conduct a GDPR Audit to identify areas of risk.
- ✔ Review and update your register of processing activities (your 'data map').
- ✔ Keep your asset register (hardware, software) up to date.
- ✔ Consider a Data Protection Impact Assessment for new or changing technology or processing activities.
- ✔ Review and update policies to ensure they reflect the hybrid working model you are adopting.
- ✔ Establish robust lines of communication for reporting, monitoring and managing the processing of personal data.
- ✔ Provide updated data protection and security training to your staff who are affected by hybrid working and check their understanding.
- ✔ Provide regular data protection training to people who are affected by hybrid working... and check their understanding.

Get in touch

info@dbxuk.com Tel: 01235 838507

