

# Data Protection Compliance – How aware is your organisation?



Making sure it's secure.™

Being aware of the data protection legislation that governs your workplace is the first step towards being compliant and secure. Find out how your organisation stacks up when it comes to privacy awareness and secure processes. Review the questions/comments below and add up your points!

“Yes/Fully Agree” = **2 points**, “Some/Partly Agree” = **1 point**, “No/Disagree” = **0 points**

Awareness:	Score
Does your workplace have a good understanding of the data protection and privacy laws that govern your business?	_____
Does your workplace monitor changes in data protection and privacy legislation to ensure compliance?	_____
Does the leadership within your workplace make data protection and privacy law compliance a priority?	_____
Understanding privacy regulations is an essential part of protecting your business. Your Awareness Subtotal (A) =	_____/6
Process:	Score
Does your workplace have a documented process when it comes to handling confidential information?	_____
Does your workplace have a programme to securely dispose of confidential information when it is no longer needed?	_____
Does your workplace maintain documentation showing when confidential information has been destroyed?	_____
Easy-to-implement practices can help your business avoid many security risks. Your Process Subtotal (B) =	_____/6
Training & Audits:	Score
Does your workplace provide regular training to employees on how to handle confidential information?	_____
Does your workplace perform a regular audit of programmes to ensure on-going compliance with data protection and privacy legislation?	_____
Only authorised personnel should handle confidential documents. Your Training & Audit Subtotal (C) =	_____/4
Security:	Score
Your workplace has never lost or exposed private customer, patient or employee information.	_____
Your workplace has never experienced a security breach.	_____
You are responsible for protecting the data of your customers and employees. Your Security Subtotal (D) =	_____/4

**GRAND TOTAL (A – D) =** \_\_\_\_\_/20

## 15+ points

### Data Protection Champions

Sounds like your workplace is very aware of current data protection legislation, stays ahead of changes in requirements and has some solid practices to ensure you remain compliant. Keep up the good work!

## 9-14 points

### At Risk

Looks like your workplace has some knowledge or practices that contribute to data protection legislation compliance but there is still work to be done! If you don't get a better handle on compliance requirements, you could be at risk of a security breach.

## 8 or less points

### Danger Zone

Seems like your workplace needs to work on better understanding current data protection legislation and put in place some practices to ensure you're compliant or you could be looking at some hefty penalties and fines down the line, or worse – a security breach. Act now!

No matter which level you fall under, it's always important to continuously monitor your workplace for risks to security. For a FREE Data Security Survey, contact Shred-it today at **0800 028 1164** or visit us at **shredit.co.uk**

