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GDPR in the Automotive Industry

Top 5 Key Changes: Step 1 – Processing Personal Data

Step 1 – Review your personal data so you understand how it is being collected and used:

1. What **personal data** is being **processed** and why is the personal data being processed?
2. Who collected the personal data and for what purposes?
3. What information (privacy notices) have you or any third parties provided to individuals about the processing to ensure it is transparent?
4. Do you have a **legal basis** for processing the personal data?
5. Is the personal data being used for marketing?

Top 5 Key Changes: Step 2 – Sharing Personal Data

Step 2 – Review how and why you share personal data with third parties and why and how third parties share personal data with you:

1. What personal data do you ***share*** with ***third parties*** and why?
2. What personal data do third parties share with you and what do they ask you to do with it?
3. What contracts do you have in place with third parties and are the contracts compliant with the GDPR?
4. Have you ensured that you or the third party have told individuals how the personal data will be shared?
5. Do you assess third parties for compliance with the GDPR before engaging them and monitor data sharing activities with them?

Top 5 Key Changes: Step 3 – Data Subject Rights

Step 3 – Review rights individuals have under the GDPR and what you need to do to comply with these:

1. Do you have processes in place to comply with the new data subject rights and can you identify when you receive a request?
2. Have you considered what system changes will be required, if any, and how you can approach data subject requests?
3. Do you need to update existing or create new data subject rights' policies and procedures?
4. Do you need to implement training and awareness to ensure individuals can identify data subject requests?
- Can you demonstrate how you are complying with data subject requests?

Top 5 Key Changes: Step 4 – Personal Data Breaches

Step 4 – Review how you deal with personal data breaches and ensure you meet the new GDPR requirements:

1. Can you identify what a personal data breach is and do you have processes and controls in place to spot potential issues?
2. Do you know what to do if a personal data breach happens and do you log all personal data breaches?
3. How engaged are senior management with personal data breaches?
4. Do you have processes in place to manage and report personal data breaches, for example to the Financial Conduct Authority?
5. How do you manage your third parties to ensure that **all** personal data breaches are reported to you?

Top 5 Key Changes: Step 5 – Accountability

Step 5 – Review data protection policies and procedures and documents in place to evidence compliance:

1. Do you need to appoint a data protection officer, if not, who will be (or is) responsible for data protection compliance?
2. What data protection policies, procedures and/or documents do you have in place and how often are these updated?
3. Do you have processes for undertaking privacy impact assessments?
4. Do all members of staff and other individuals responsible for processing personal data have adequate data protection training?
5. Do you document key decisions taken in relation to data processing to demonstrate compliance?

This presentation is a summary only. It is not intended to constitute advice and may not be relied upon as such.

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Thank you