

WEBSITE GDPR COMPLIANCE GUIDANCE

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1) First you must understand how GDPR effects your whole business and how your website fits into that, and identify the data. How you treat your website should match how you treat your business as a whole. There can also be a fee payable to the ICO which you can determine via their self-assessment questionnaire.



2) Identify your data. This could be names and telephone numbers via a contact form, IP addresses in tracking, third party cookies or financial transaction data. Understand where this goes and is stored across your entire business.

3) Write up a privacy policy. TWS can assist with the framework of this. The policy should detail what you do with the information, how you handle cookies, if any, and provide details for a data controller, usually an email address, that people can contact regarding their data.



4) Ensure that data collection points have suitable consent checks. For example, opt in check boxes for newsletter signups or any other processing other than that is not apparent.



5) There is little else you have to do to communicate your GDPR policy to web site users. However, you do have other obligations, including not keeping data longer than is required, controlling access to the data and keeping the data safe.



6) Web based data will probably be stored in a database if you log contact submissions or keep membership lists etc. TWS can assist with the effective management of this data with provision to delete is after its usefulness is over.

7) GDPR regulations also relate to data breaches, and it is your duty to limit risk of any breach and respond in the event of a breach. However, this is a risk based consideration and whilst there can be fines for big companies, the risk of a fine is minimal for small web sites with limited processing.



8) TWS aims to assist clients with their GDPR requirements but will always recommend that you seek legal advice. Simple copy/paste policies are insufficient where there is no understanding of GDPR.

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