

GDPR Project

March 2018

At Hymans Robertson, we've been preparing for GDPR since May 2016. Our GDPR programme is well underway and has made excellent progress over recent months. We are well-placed to be ready to demonstrate compliance with GDPR from May 2018 and we're pleased to give you this update on our progress.

About our GDPR programme

Our management board has designated our GDPR programme as the firm's highest-priority internal project for 2017/18. We've established a steering group that includes a sponsor from our executive board (Nick Pope, our Finance and Operations Director), with five streams looking at technology and security, information governance, reviewing and mapping our processing activities, engaging with our clients and internal communications.



What we've done

- Engaged with the Board and senior leaders across the business
- Produced three Sixty Second Summaries covering GDPR, the "joint data controller" issue and privacy notices. Published general awareness articles on our intranet
- Implemented data loss prevention (DLP) monitoring
- Developed GDPR compliant clauses for client and supplier contracts
- Launched a data protection wiki for staff
- Identified and trained a firm-wide network of data protection business area representatives
- Launched a "trust centre" on our website as a hub for data protection and information security matters
- Documented our processing activities and data flows
- Implemented a simplified data retention policy
- Refreshed and supplemented our data protection policies
- Appointed a Data Protection Officer
- Published a communication "Working with you under the GDPR", setting out some key messages for our clients



What we're doing

- Continuing to work with our clients to update contracts
- Updating our suppliers' contracts and reviewing our due diligence
- Implementing action plans that arose out of documenting our current data processing activities
- Finalising our approach to Data Protection Impact Assessments (DPIAs)
- Implementing changes to our core IT systems to support automatic archiving of data
- Determining changes required to our data portal to support data minimisation
- Trialling interactive learning tools with representatives from across the firm
- Launching an internal "Privacy Hub" for staff
- Implementing an auditing tool to monitor data access
- Implementing a new tool for the secure sharing of bulk data files
- Reviewing our privacy notices



What's next

- Preparing our updated mandatory training module to run in May
- Developing an ongoing assurance programme
- Publishing a brochure explaining Hymans Robertson's approach to GDPR compliance