

The Theme for June 2018 will be: General Data Protection Regulations (GDPR)

For further information and detailed guidance on GDPR see: 'BPGD10-02 What is GDPR'

Revision 1

IFS Doc No.: 1746181

Your Health and Safety

Our Environment

Quality Requirements

What is GDPR?

- A new legislation protecting your personal information and rights that came into law 25th May.
- Builds on existing UK Data Protection Act.
- Applies to personal data held by all organisations on any EU citizen.
- Fines for failing to comply with this data protection regulation has significantly increased to €20m or 4% global turnover (whichever is greater).



What is Personal Data?

- Name • Address • Age • Bank details • Credit card number
- Criminal record / convictions • Date of birth • Driving licence
- Email address (personal) • Employment history • Gender
- Image (incl. CCTV) • IP address • Job title • Login / username
- Passport number • Personal phone number • School details
- Vehicle registration • Voice recording • Workplace details.

Special precautions must be taken if you collect / use the following:

- Data about U16s • Racial or ethnic origin • Political opinions
- Religious or philosophical beliefs • Trade Union membership
- Genetic or biometric data for the purpose of uniquely identifying an individual • Data concerning physical or mental health
- Data concerning an individual's sex life or sexual orientation.

What must Stantec do?

- Take all reasonable precautions to protect personal data.
- For all personal data, Stantec needs to demonstrate:
 - the lawful basis for collecting and processing it
 - what it is used for
 - where and for how long it is held
 - who has access to it
 - how is it secured



What should I do?

- Take all reasonable precautions to protect personal data
- Don't collect personal data that will never be used
- Anonymise data if you can
- Delete information when you have finished with it
- Store personal data securely
- Think before sending data to someone else
- Secure data before sending it

Changes to personal data collection and processing must now be mapped and risk assessed – contact the process owner or SHEQ team and we will help put the legal controls in place

How do I report a Security Breach?

As soon as you are aware of a security breach, potential loss or unintended deletion of personal data you must **email: privacy@Stantec.com**
 Do not attempt to contact the Information Commissioners Office (ICO) yourself – this must be done by the Company Data Protection Officer
 Stantec must report breaches to the ICO within **72 hours**.