

GDPR Checklist

Store paper documents securely in a locked cabinet/lock-box

Protect laptops, computers and phones with a PIN or password

Clean desk/van policy – keep confidential data out of view

Do NOT use personal data except for the purpose it was given.

Make sure that computer systems are backed up daily.

Provide awareness training to staff about their obligations to protect and not misuse personal data.

Safe Electric

Safe Electric is a statutory registration scheme to ensure that electrical works are performed safely.

All electrical contractors performing specified works must register with Safe Electric and provide Completion Certificates to Safe Electric for specified works.

To ensure the integrity of the Safe Electric Scheme, in our Contractor Audit and Inspection Program we will seek

- Evidence that paper Completion Certificates are securely stored
- Evidence that computer systems and phones are protected with passwords and PINs
- Evidence that computer systems are regularly backed up
- Evidence that staff have been made aware of their data protection responsibilities

Failure to provide evidence will result in adverse audit findings and may be subject to disciplinary action under the Safe Electric scheme.

Protecting customer data

General Data Protection Regulations (**GDPR**) is an EU-wide set of rules that govern how all organization's collect, use and protect the personal data of EU citizens.

GDPR takes effect on May 25th, 2018.

This leaflet describes the key things you, as an electrical contractor, need to do to demonstrate compliance with GDPR under the Safe Electric scheme.

If you are an employer, you will have other obligations to protect your employees personal data which are not addressed in this leaflet.



What is personal data

Any data that can uniquely identify a living individual is personal data and must be protected from misuse, loss or unauthorized disclosure.

For electrical contractor's personal data will include a customer's name, address and MPRN. If you store their email or mobile phone number, this also is personal data.

Where is it kept

Personal data will appear on written quotes, invoices and on completion certificates.

If you use a computer system, it will probably be stored in your contacts, email and accounting systems. You may also store it on your phone.

What do I need to do

You need to know and understand what personal data you hold. You must control who can access the personal data and what can be done with it. You must have a procedure to give a copy of the personal data to the person it refers to within 30 days of request.

How do I do this

You must have a written **Data Protection** policy that describes why you collect personal data, what you do with that personal data and how you comply with people's rights of access, correction and deletion.

If you store personal data in a computer system you must have a written **Information Security** policy that describes where the data is held, how you ensure it is kept confidential (security), how you ensure it is correct (integrity checks), how you ensure it is available (backup procedures).

Usage of personal data

You must only use personal data for the purpose you were given it – contact details for a customer on a Completion Certificate can only be used to contact the customer about the safety of an installation. It cannot be used to market a new service to them.

If you wish to market a service to them, you must obtain separate explicit consent from the customer to use it for marketing.

What if I don't do this

A customer who believes you have misused or failed to protect their personal data can make a complaint to the Data Protection Commissioner about you.

If the Data Protection Commissioner finds that you have breached a customer's personal data rights they can impose a fine on you of up to 4% of your turnover and the customer can sue you for compensation.

Find out more

You can find out more about how to properly manage personal data on the Data Protection Commissioner's general website at

www.dataprotection.ie

or on their GDPR specific site

www.gdprandyou.ie

For specific queries or guidance, you can ring the Data Protection Commissioner's office at

076-1104 800