



WEBINAR:
GDPR risks in teleworking
Is your company ready?

Webinar speakers:



Lisa Hofmann

*Chief of Legal Operations
Pridatect*

Legal specialist and certified Data Protection Officer, broad experience in helping companies with their privacy compliance



Simon Hall

*Privacy Consultant and DPO
coach*

IBM's first Data Privacy Officer for UK & Ireland and Chair of the EMEA Privacy Review Board from 2007 to 2011. ex KPMG Privacy Consultant, ex ASDA DPO. Now active as freelance privacy consultant.



Tracey Hirst

*HR Director at Practical
People*

An experienced HR Professional who is a Chartered Fellow of the CIPD. Tracey helps leaders establish ownership of duties within their workforce by developing Accountability & Responsibility Matrices and Job Descriptions. Now active as a freelance consultant.



**We want to
hear from you!**
Send your questions to:
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GDPR risks in teleworking

Is your company ready?

- How to implement remote work successfully
- How remote work relates to data protection
- Risks of teleworking
- Security measures for data protection
- Technical measures of information security





Top Tips on Working from Home

- **Set up a designated workspace**
- **Make sure you have all the technology you need**
- **Get dressed!**
- **Write a daily to-do list**
- **Know when to step away from your desk**
- **Stay in conversation**
- **Foster relationships**
- **Be clear in your communication**
- **Ask for support when needed**
- **Make remote working work for you**





Top Tips on Managing a Remote Team

- **Agree ways of working**
- **Show the big picture but be prepared to be flexible**
- **Set expectations and trust your team**
- **Make sure your team have the support and equipment they need**
- **Have a daily virtual huddle**
- **Keep the rhythm of regular 1-2-1's and team meetings**
- **Share information and encourage your team to do the same**
- **Tailor your feedback and communications**
- **Listen closely and read between the lines**
- **Foster relationships and well-being**



Top Tips on Managing Effective online Meetings

- *Embrace video calling*
- *Use headsets or earphones*
- *Speak clearly & steadily*
- *Establish etiquette guidelines*
- *Repeat the question*
- *Use names and give context*
- *Keep slides simple*
- *Keep slides visual*
- *Engage participants regularly*
- *Be explicit about actions and summarise*

How might homeworking affect Privacy and Security?




- Security considerations for employers
- Security considerations for homeworkers
- Privacy considerations for employers
- Privacy considerations for homeworkers

When working remotely, it is necessary to ensure that the data you are working with will not be put at risk.

Risks of teleworking



- Sharing **health information** may be necessary to keep staff safe – but keep it fair and proportionate
- Additional **employee oversight** may be necessary – but you must explain and keep it proportionate
- Don't be tempted to use **employee spy software** – trust and communicate
- Use of **employees' personal contact details** may be necessary for management – but keep it fair and proportionate
- **Theft and loss of devices**
- **Access by unauthorized persons**
- **Malware on personal devices**



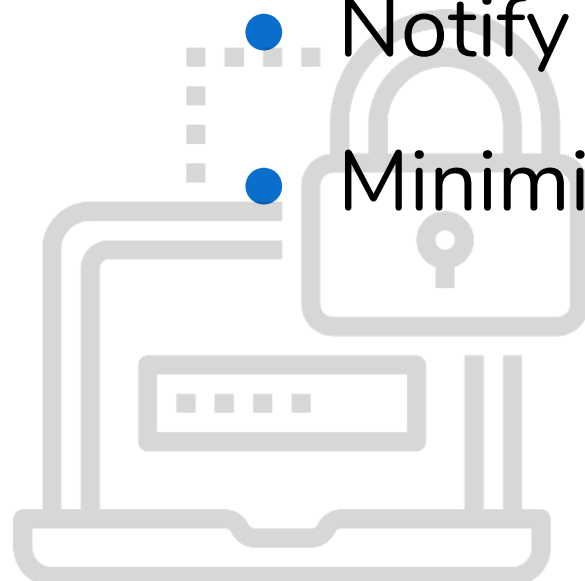
Conducting a risk assessment helps to minimize the impact of possible unauthorized access to information.

Technical measures for information security



An important aspect to consider are the devices and wifi connection your employees are using

- If practical, deploy VPN or VMware
- If employee uses company laptop: Remind employees to comply with the Acceptable Use Policy
- Issue guidance on securing company data and assets in the home
- Keep company property locked away when not in use
- Lock your screen when you leave your workstation
- (If applicable) If requested by Security, download and use VPN/VMware
- Notify your manager if you don't have access to secure wifi
- Minimise printing and cross-shred or burn confidential waste



One of the most important aspects is the training of staff in data protection and in the protocols they will have to follow.

Pridatect simplifies the process of detecting risks and protecting data



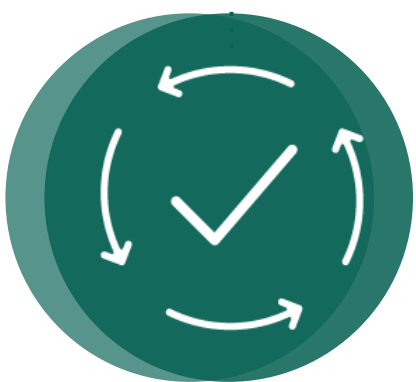
DETECT AND IDENTIFY RISKS

Detect and identify personal data treatment (customers, employees, suppliers ...) risks in your company. With the Pridatect platform we can identify and analyze threats and vulnerabilities in your data processes.



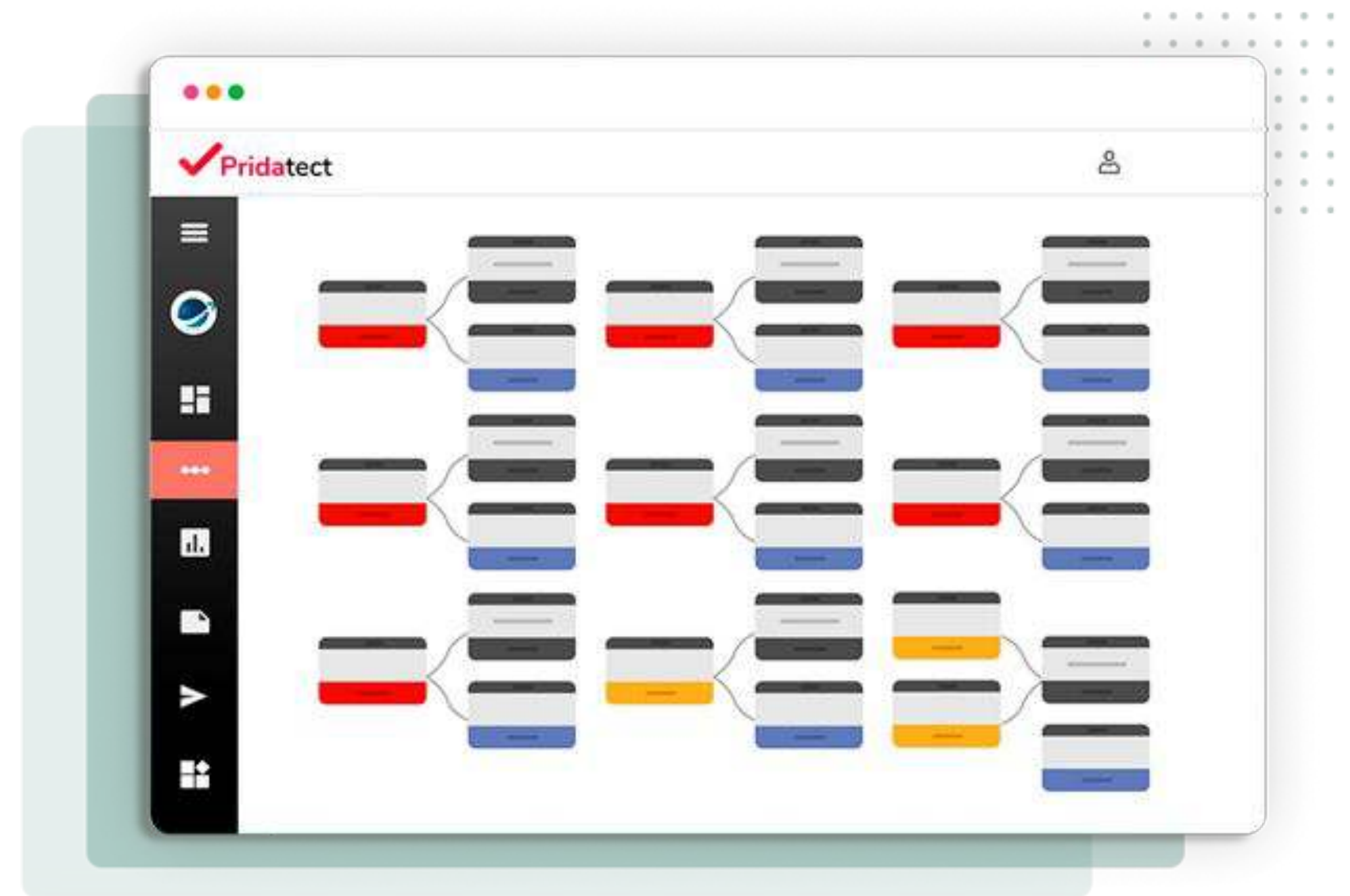
DEFINE AND SUGGEST PREVENTIVE ACTIONS

Knowing the risks in your company allows you to define the necessary measures to reduce and mitigate them. Pridatect helps you with the definition and suggestions of measures for your company.



MONITORING AND IMPLEMENTATION

Data protection is a constant task within a company. Pridatect does not only help with the initial implementation, but also with ongoing risk monitoring, measures, and the data protection related task management among your company's employees.



Trusted technology solution for your data protection

Everything you need to comply with the GDPR



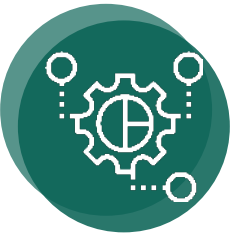
Risk assessment

Eliminate data risks



Impact assessment

Automated impact assessment



Compliance analysis

Identify gaps in your data protection



Processing Activities

Have an up-to-date record of processing activities



Data map

Map your company's data flows



TOMs

Defines technical and organizational measures to reduce risk



Privacy reports

Generates privacy reports automatically



International transfers

Manages international data transfers



Security Gap Management

Successfully handles security breaches



Fulfillment of your website

Generates privacy policies, cookie policies, terms and conditions



Subject access rights

Manages requests for access rights and subjects



Secure Userdesk Cloud

100% secure, collaborative cloud environment



External DPO service

Virtual DPO for your company



Contracts with suppliers

Generate the contracts you need for GDPR



Document Automation

Create legal documents based on our models



Try Pridatect!

Take control of data protection management and ensure that all workers in your company have the necessary guidelines to not put data at risk when teleworking. At Pridatect we help you to detect risks and take the appropriate measures.

Contact us for a [free demo](#) or use our 7-day [free trial](#).

Request your
free demo

Further resources:

<https://ico.org.uk/for-organisations/data-protection-and-coronavirus/>

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Thanks for watching our webinar!