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# FileFacets eBook

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# What is GDPR & What Does It Mean for Your Business?

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## What is the General Data Protection Regulation (GDPR)?

The General Data Protection Regulation (GDPR) was designed to harmonize data privacy laws across Europe.

It emphasizes transparency, security, and accountability by businesses - and aims to standardize and strengthen the right of European citizens to data privacy. It replaces the existing data protection framework under the EU Data Protection Directive (DPD).

The GDPR is a holistic approach to data protection that requires business to adopt processes and procedures on the collection of data, and the storage and lifecycle management of the personal data of its customers, contacts and employees. And it's having a global impact - reshaping the way organisations across the world approach data privacy.

## Key Changes to Policy



Right to Access



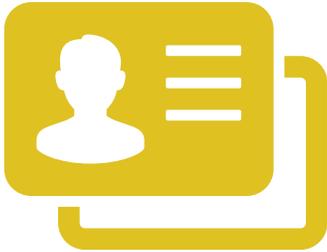
Right to Be  
Forgotten



Right to Data  
Portability



Right to Breach  
Notification



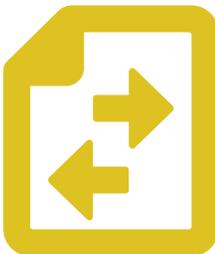
## Right to Access

Individuals can get confirmation of what personal information is being processed, where it is being stored, and why their information is being held. If EU citizens wish to know, a Controller must provide electronic copies of this data to the individual, free of charge.



## Right to Be Forgotten

Individuals are entitled to have their data erased, ceased from further dissemination, and potentially have third parties halt processing of data. In the case that their data is no longer relevant to why they originally gave their information, they may also have their data erased.



## Right to Data Portability

The right to data portability allows individuals to obtain and reuse their data for their own purposes across different services. It allows them to move, copy, or transfer personal data easily from one IT environment to another in a safe and secure way.



## Right to Breach Notification

In the event of a data breach, businesses are required to notify their Data Protection Authority (DPA) within 72 hours of the breach. Individuals are also entitled to be notified in the event of a breach of their personal data.

# Why is this such a challenge?

Our data is everywhere.



# 52%

of all information  
stored is considered  
'dark data'

meaning no one really  
knows what it holds.

Source: Veritas Research Study

# 42%

of electronically  
stored information  
is useful

to a business

Source: AIIM Market Intelligence Study

# 30%

of workers spend  
about 30% of their  
workday searching

(2.5 hours/day)  
for information

Source: IDC Study

# What do I do?

- 1) **Understand** the regulations, and how they apply to your business.
- 2) **Evaluate** your current process of what, how, when, where, and why you are collecting data.
- 3) **Document** your process for collecting, storing, and keeping data with the new regulations in mind.
- 4) **Arm yourself** with the tools your business needs to action transparency, oversight, accountability, and Data Subject Rights Requests.

# Get GDPR Ready



Discover all data across multiple data stores



Identify what content contains personal data



Define processes for handling personal data



Get ready for reporting and actioning of SAR



Transparency and tools for ongoing compliance



## Find

Locate unstructured content from multiple sources and compile into a single enterprise-wide view.

Uncover how much content, where it is, and what it is

## Process

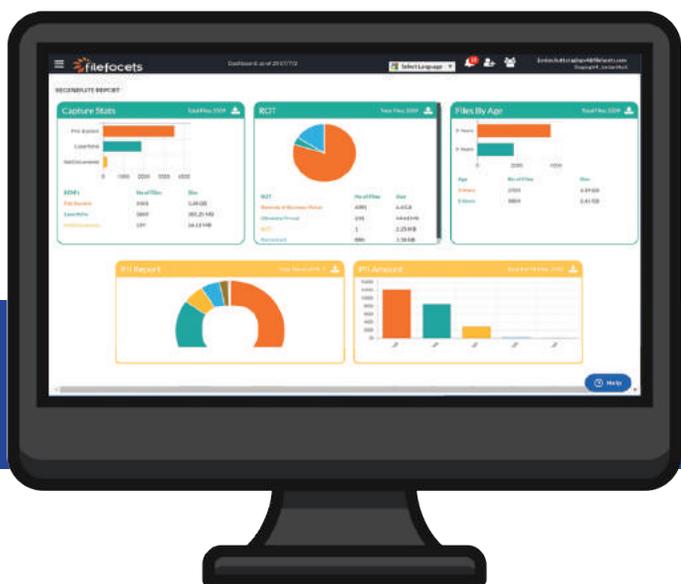
Identify and remove Redundant, Obsolete & Trivial data (ROT).

Locate, identify & flag personal data to keep sensitive data secure.

## Move

Auto-classify data and attribute file metadata, and then migrate unstructured content into Enterprise Content Management systems (ECMs).

**Find** what you have. **Keep** what you need. **Protect** sensitive data. **Monitor** for compliance.



Privacy Compliance & Enterprise Analytics

An intuitive, easy to use solution for data protection and information management requirements

While preparing your organization with data protection and information management business processes is the first step in preparing for GDPR requirements, you can be confident that the actioning of these processes can be achieved in an easy to use, streamlined way.

Visit us at [filefacets.com](https://filefacets.com), or email us at [sales@filefacets.com](mailto:sales@filefacets.com) to request a demo and end-to-end tour of the platform.

