

ICDPPC Global Privacy and Data Protection Awards

2018

Entry Form

Deadline 29 June 2018

To submit an entry to the ICDPPC Global Privacy and Data Protection Awards please complete and email this form to ExCoSecretariat@icdppc.org no later than 29 June 2018.

Note: ICDPPC member authorities can submit as many entries as they wish but a separate form should be used for each different entry. Please complete the entry in English.

1. Contact details for this entry:

- a. Name and email address of person completing this form:
- b. Name of Data Protection or Privacy Authority:
Data Protection Commission, Ireland

2. Eligibility: By submitting this entry I confirm that:

- a. The Authority is a member of the International Conference of Data Protection and Privacy Commissioners.
- b. The initiative described in this entry was undertaken since the last edition.
- c. I am aware that the information in the entry (other than the contact details in 1(a) above) will be publicised by the ICDPPC Secretariat.

3. Please indicate which category or categories you wish to enter (delete those that do not apply; you can enter multiple categories):

- a. Education and public awareness
- b. Accountability
- c. Innovation

4. Description of the initiative

- a. Please provide a brief summary of the initiative (no more than 75 words):

GDPR readiness guide for SMEs

In order to assist SMEs in Ireland with their GDPR preparations, in December 2017 the DPC published 'Preparing your organisation for the GDPR – a guide for SMEs'. This digital publication was made available free-of-charge in a downloadable PDF format on the DPC's GDPR microsite, GDPRandYou.ie. The guide also incorporated a checklist, which was also available for download in isolation. The guide was prepared in consultation with the Irish Small Firms Association.

- b. Please provide a full description of the initiative (no more than 350 words):

A survey commissioned by the DPC in May 2017 revealed low levels of awareness and preparedness for the GDPR among the SME sector in Ireland. The DPC subsequently targeted resources towards this sector, including the initiative of publishing the guide.

The Guide is a practical toolkit for small businesses to systematically assess their data protection practices and preparedness for GDPR compliance. It is specifically aimed at smaller organisations that may not have in-house compliance expertise or access to extensive legal and planning resources.

The guide comprises of:

- Introductory narrative section, outlining headline information about the GDPR
- Key definitions
- A number of headline key steps for ensuring compliance
- Information on taking a risk-based approach to data protection

The checklist tool within the guide includes sections that provide a walk-through guide on assessing its current data protection practices against the requirements of the GDPR under the following categories:

- Mapping personal data currently held and processed
- Personal data
- Data subject rights
- Accuracy and retention
- Transparency requirements
- Other data controller obligations
- Data security
- Data breaches
- International data transfers

Each of these headings is broken down into sub sections and basic questions that will allow users to comprehensively assess their compliance gaps in a systematic, understandable way. The checklist tool is also available in word format allowing users to customise the tool as appropriate.

- c. Please explain why you think the initiative deserves to be recognised by an award (no more than 200 words)

The guide was developed in response to the need to assist the SME sector to prepare for the GDPR. The readiness guide was prepared in consultation with the Irish Small Firms Association which help ensure that it was of real value to Irish SMEs.

The SME guide has proven to be a valuable resource to the DPC in driving compliance and awareness among SMEs. Organisations engaging with DPC are routinely referred to guide as a good practice compliance guide.

The SME guide, free to download, has been widely shared and disseminated on social media and feedback has been overwhelmingly positive

The SME guide has even been disseminated by other organisations, as detailed at point f below.

- d. Include a photograph or image if you wish (note this will help illustrate the description of the entry on the ICDPPC website; the image can be pasted into the entry or send as an attachment or a link may be provided):



Omer Tene
@omertene



Superb tool for [#GDPR](#) prep by SMEs. Definitions, key steps, check list, questionnaire. Really great leadership by [@DPCireland](#). [#privacy](#) [gdprandyou.ie/wp-content/upl...](#)

PREPARING YOUR ORGANISATION FOR THE GENERAL DATA PROTECTION REGULATION
YOUR READINESS CHECKLIST



DATA PROTECTION COMMISSIONER

05/04/2018, 16:25

Social media endorsement of the resource from Omer Tene, Vice President, Chief Knowledge Officer at IAPP - International Association of Privacy Professionals; Senior Fellow at Future of Privacy Forum;



- e. Please provide the most relevant link on the authority's website to the initiative (if applicable) (The website content does not need to be in English):

<http://gdprandyou.ie/wp-content/uploads/2017/12/A-Guide-to-help-SMEs-Prepare-for-the-GDPR.pdf>

Full publication

<http://gdprandyou.ie/wp-content/uploads/2018/01/GDPR-Checklist-Templates-for-SMEs-Downloadable-1.docx>

Modifiable checklist

- f. Please provide any other relevant links that you wish that help explain the initiative or its impact or success (e.g. links to news reports or articles):

IBEC, Ireland's largest and most active business association, in its GDPR guide:

[https://www.ibec.ie/IBEC/Press/PressPublicationsdoclib3.nsf/vPages/Newsroom~sfa-launches-next-steps-guide-for-gdpr-readiness-09-03-2018/\\$file/SFA+GDPR+Guide.pdf](https://www.ibec.ie/IBEC/Press/PressPublicationsdoclib3.nsf/vPages/Newsroom~sfa-launches-next-steps-guide-for-gdpr-readiness-09-03-2018/$file/SFA+GDPR+Guide.pdf)

(DPC's SME guide referenced on page 10).

The Isle of Mann Information Commissioner refers users to the DPC SME guide:

<https://www.inforights.im/information-centre/data-protection/the-general-data-protection-regulation/steps-towards-compliance/compliance-resources/>