



ENSURE PERSONAL DATA PROTECTION COMPLIANCE

The key challenges of ensuring personal data protection compliance lie in setting up suitable procedures for handling personal data and establishing accountability for them. **At Mikrocop, we help you approach data protection comprehensively, with our rich experience in law, information security, compliance and business quality.** We work together with you to take the necessary technical and organizational measures, and recommend good practices to ensure personal data protection compliance (GDPR).

MIKROCOP d.o.o.
Industrijska cesta 1, Ljubljana, Slovenia
T: +386 1 587 42 80
E: info@mikrocop.com



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PERSONAL DATA PROTECTION MUST BE DEALT WITH IN A COMPREHENSIVE WAY; A CURSORY APPROACH IS SIMPLY UNACCEPTABLE

WHAT ARE THE CORE PRINCIPLES OF PERSONAL DATA PROTECTION?

1. Lawfulness, fairness and transparency processing of personal data
2. Limiting the purpose of processing personal data
3. Minimum amount of data – adequate, relevant and limited to what is necessary for the processing purpose
4. Accuracy, completeness, currency of data
5. Limiting data to be stored in a form that permits identification for only as long as is necessary
6. Security, integrity and confidentiality of personal data – protection against unauthorized or unlawful processing, accidental loss, destruction or damage to the personal data using appropriate technical and organizational measures
7. Responsibility of the controller and contractual processor of personal data to ensure compliance with the regulation

WHAT RIGHTS DOES AN INDIVIDUAL HAVE?

- Right to erasure
- Right to restriction of processing
- Right to object
- Right to transfer data
- Right to withdraw consent

WHEN CAN AN INDIVIDUAL REQUEST TO EXERCISE THE RIGHT TO BE FORGOTTEN?

- An individual can withdraw consent on which the processing is based and no other legal ground for the processing exists
- An individual can object to the legitimate interests of the processing
- Personal data was collected in relation to the offer of information services offered directly to a child

WHAT IS PERSONAL DATA?

Personal data means any information relating to an identified or identifiable individual who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

WHAT ARE THE LEGAL GROUNDS FOR COLLECTING, MANAGING, PROCESSING AND STORING PERSONAL DATA?

- Personal data protection act
- Contractual relationship
- Consent of the individual
- Legitimate interests
- Protection of life

WHERE CAN PERSONAL DATA BE FOUND?

- In documents and metadata
- In IT systems
- In databases
- In customer support systems
- In process tools
- In shared folders
- In cloud storage...

WHAT ARE THE RESPONSIBILITIES AND LIABILITIES OF THE PERSONAL DATA CONTROLLER?

- Protecting the rights of the individual
- Implementing appropriate measures and policies for the protection of personal data
- Ensuring the legality and security of personal data processing
- Selecting suitable personal data processors

PERSONAL DATA PROTECTION IS A CONTINUOUS PROCESS, NOT AN END STATE

1 TRANSPARENCY OF PERSONAL DATA FILING SYSTEMS

- Overview of personal data
- Filing systems catalogue

2 IDENTIFICATION OF RISKS

- Impact assessments
- Prior consultation with a supervisory authority
- Summary of requirements for personal data protection

3 PERSONAL DATA PROTECTION

- Technical measures
- Organizational regulations
- Contracts with processors
- Training and raising awareness
- Authorized person



PLAN

9 PREVENTING REOCCURRENCES AND IMPROVING PERSONAL DATA PROTECTION

- Identifying the causes to prevent reoccurrences
- Recommendations for improving personal data protection



ACT



IMPLEMENT

4 IMPLEMENTATION OF PERSONAL DATA PROTECTION MEASURES

- Proof of implemented measures

8 MANAGING NON-COMPLIANCE

- Rectifying the consequences of non-compliance
- Notifying about infringements



VERIFY

5 PROCESSING PERSONAL DATA

- Processing, transferring, erasing and ensuring the rights of the individual
- Records of processing

7 REGULAR VERIFICATION OF CONTRACTUAL PROCESSORS

- Verifying the suitability of measures
- Verifying the implementation of measures
- Verifying the personal data filing system catalogues
- Compliance report

6 REGULAR VERIFICATION OF MANAGEMENT COMPLIANCE

- Verifying the suitability of measures
- Verifying the implementation of measures
- Verifying the personal data filing system catalogues
- Compliance report

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- **Security //** Being responsible for our clients' business urges us to maintain a high level of security, and act in accordance with the ISO/IEC 27001 information security management system.
- **Quality //** We use proven methodologies, best practices, expert knowledge and rich experience in all our solutions. Quality commitment is confirmed with the ISO 9001 quality management standard.
- **Compliance //** We offer certified solutions, ensure the legal validity of the electronically stored documents and regularly provide legal conformity of our solutions and our clients' processes.
- **Reliability //** At Mikrocop, we have been successfully fulfilling the needs and expectations of a wide variety of clients in the areas of document capture, management and storage for over 40 years.

**DO YOU NEED HELP ACHIEVING
LEGAL COMPLIANCE IN
PERSONAL DATA PROTECTION?
CONTACT US.**



ISO 9001 Q-1795
ISO/IEC 27001 I-022

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