



## Russell Richardson and GDPR

Russell Richardson takes the privacy of all our customers and the data we destroy for them very seriously and as such we wanted to give you an update on our preparations for the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

Below you will find a statement detailing the steps which Russell Richardson have taken and are continuing to take to meet the requirements of GDPR and the DPA.

### GDPR Compliance Project

As our Compliance Project has continued, we are pleased to report that the following tasks have been completed;

- New Terms and Conditions for Document Destruction are now live. You can find this in the Downloads & Accreditations section of our website [here](#).
- Standard response document for questions related to our sufficient guarantees to processing.
- Updated our Privacy Notices.
- Trained staff on GDPR awareness and understanding.

As our preparations are continuing our project still includes:

- Continuing to document all processing activities taking place at Russell Richardson.
- Ensuring internal policies and procedures are updated where required.
- Once procedural documents are updated, providing staff specific training on their application.
- Reviewing and updating the Terms and Conditions for our Archive Facility.

As we continue our progress towards compliance maturity, we will continue to keep our customers up to date.

### Any questions?

We know you have questions about how we are continuing to improve our compliance with GDPR and the DPA, and we know how important those questions are. As such, we have collated some of your most frequently asked questions and our answers below.

#### Your questions and our answers

*Which service is best for GDPR compliance?*

There is no right answer for this as it will be different for every organisation. What you should do is look at the types of data being destroyed and the cost of each destruction service we provide and choose the destruction method most relevant.

We have a range of services to suit every budget, all destructions are accompanied by full documentation be they regular collections, ad-hoc drop offs or anything in between!

*Do I have to have onsite shredding?*

Not at all. Just as above, you need to assess what is most relevant and cost effective for the type of data being destroyed and the budget you have for that destruction

*Are sacks none compliant with GDPR for storing confidential waste?*

To put this simply, no - but you must consider where you will keep the destruction sack at your organisation, what you will put in it and how frequently it will be collected or brought to us. As you should only be keeping personal data for as long as it is required, your organisation should draw up a robust retention schedule. A part of that schedule could include a regular scheduled collection by Russell Richardson.

*Do I have to have a shredding service for GDPR?*

Regardless of what others may be telling you there is no specified GDPR requirement to have a shredding service to dispose of your personal data. What you do need to do is be accountable for your destruction, our destruction notices coupled with your good record keeping is a great way to demonstrate when your organisation disposed of data and how it was done so securely.

Does having a shredding service make me none-compliant?

We have been reading those articles too and no, absolutely not. There is nothing in GDPR that says you cannot choose an external confidential shredding service for your secure waste destruction. The service we provide will help you to demonstrate your destruction of no longer required data. We have updated our [Terms and Conditions](#) to satisfy the requirements of Article 28 (this covers sharing data with third parties).

At Russell Richardson we are happy to provide you with sufficient guarantees of how we process and destroy personal data entrusted to us.

Can you make me GDPR Compliant?

Unfortunately we can't, but secure destruction will certainly help you towards your compliance goals! Making sure you securely destroy the personal data you no longer require is important under GDPR, but there is much more to it than that. Remember, GDPR is about keeping those whose data you process well informed, upholding their rights and being accountable for all of your processing.

Do we need to update our Terms and Conditions with Russell Richardson?

Our terms and conditions have now been updated in line with the requirements of Article 28 of the GDPR and can be found in the Downloads & Accreditations section of our website [here](#)! As we push out any updates we have about our GDPR journey over the coming months, we will let you know via the website and our social media channels.

Got a question we haven't answered? Email us at: [privacy@russellrichardson.com](mailto:privacy@russellrichardson.com).