In preparation for the new General Data Protection Regulation, we have reviewed our current processes, updated our systems and procedures, and implemented changes in key areas to ensure we are compliant.

**Awareness**

Last year, we worked with all our key Compelo decision makers together with an external agency to **assess the impact** of the new regulations on our business.

**Assessment of the information we hold**

Based on the gap analysis, we have completed a **data audit** across our business, looking at what personal data we hold, where it comes from, how we process it, and who we share it with throughout our businesses and functions.

**Communicating data protection information**

We have reviewed all our current data protection documentation and **made changes where necessary** in time for GDPR implementation. Examples of which include a new Group Privacy Standard and Privacy Policy.

**Individuals’ rights and subject access requests**

We have **updated our procedures** to ensure we cover all the rights that individuals have, including how we would delete personal data or provide data electronically and in a commonly used format. This includes a new Data Subject Access Request Policy.

**Lawful basis for processing personal data: Consent & Legitimate Interest**

We have **reviewed, updated and invested in our consent mechanisms** i.e. the ways we are seeking, recording and managing consent from our clients to use their personal data.

We have also completed **Legitimate Interest Assessments** across our businesses as our lawful basis for processing personal data.

We have sought to **put you in control** of the communications you receive from us. You can update your preferences at any time to make sure you are receiving information that matters to you.

**Data Breaches**

We have reviewed and updated our procedures through our new Data Breach Management Plan to **detect, report and investigate** personal data breaches.

**Data Protection Governance**

Our data protection team actively monitors Compelo’s compliance and reports to the highest management level in our business. The team can be contact at **Privacy@compelo.com**.