



UK BUSINESS COMPLIANCE

MINIMUM LEGAL OVERVIEW

The UK's Approach to Data Protection

The UK's data protection legal framework is based on the UK GDPR and Data Protection Act 2018 and primarily focuses on Personal Data. It is built on accountability and a risk-based approach. This means your business is responsible not only for complying with the law, but for being able to demonstrate that compliance. It is not enough to "do the right thing" you must be able to prove it with clear evidence.

Policies You Should Have (Minimum Set)

At a minimum, you should have:

- Data Protection / Privacy Policy
- Data Retention Policy
- Information Security Policy
- Breach Response Procedure
- Employee Data Handling Guidelines

Not having the above will leave you unable to demonstrate compliance when challenged.



The Principles of GDPR



Enforcement & Penalties Under UK GDPR



Enforcement Authority



Administrative Penalties and Fines



Civil and Criminal Penalties



Corrective Powers



Appeals and Judicial Remedies

RETENTION & RIGHTS

What is “Personal Data”?

Personal data is any information that can identify a living individual, either on its own or when combined with other information you hold.

This includes:

- Names, email addresses, phone numbers
- Customer or employee ID numbers
- IP addresses or online identifiers
- CCTV footage
- Internal notes about individuals (e.g. performance reviews, client comments)

Data Retention & Individual Rights

Legal requirements (must do):

Keep data only as long as necessary and follow legal minimums

Have a process to handle requests under UK GDPR

This includes:

Providing personal data on request (within 1 month)

Deleting data when no longer justified

Keeping unnecessary data increases risk and makes these requests harder to manage.

Security of Stored Information

Legal requirements is to put appropriate measures in place to protect personal data

In practice:

- Control access to data
- Use strong passwords and MFA
- Protect and back up sensitive information

If a breach occurs:

May need to be reported within 72 hours under UK GDPR

Weak security leads to most breaches, not sophisticated attacks.

Compliance, Security, and Safe Storage

Effective document management ensures files are stored and accessed securely, in line with laws like UK GDPR and the Data Protection Act 2018, along with sector requirements such as Financial Conduct Authority and Care Quality Commission standards.

This protects both the organisation and its clients, building trust and demonstrating professionalism. Anglian IT & Scanning Solutions has helped hundreds of businesses meet compliance requirements and take control of their data.

HOW WE CAN ASSIST

A document management system ensures:

- Safe storage of sensitive files
- Quick retrieval of documents
- Compliance with retention rules
- Reduced risk of fines or breaches

USEFUL RESOURCES

You can find more details on our website here



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