

Data Privacy Advisory Service

Top Tips Data Minimisation

Useful tips to help you deal with Data Minimisation

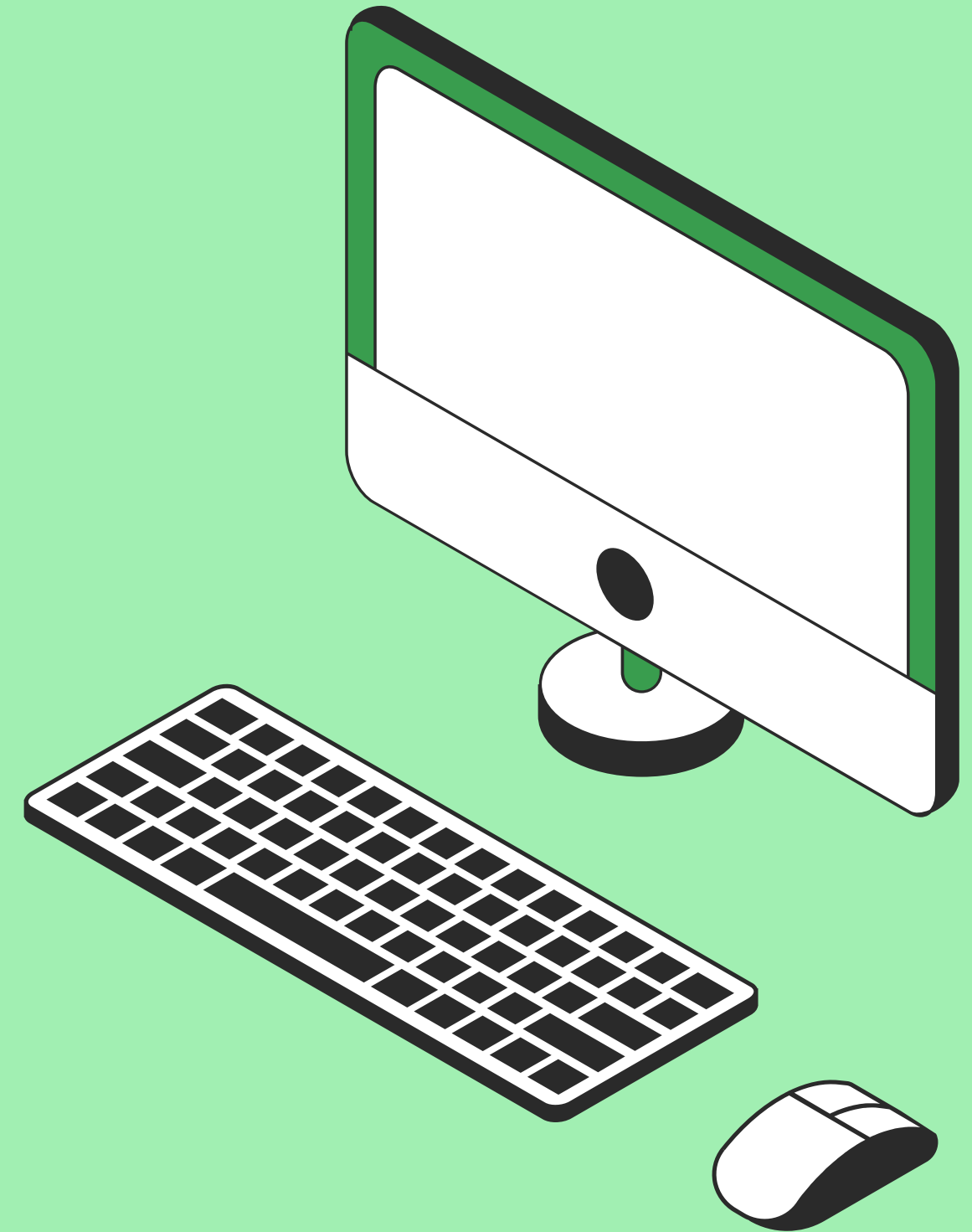


Introduction

What is the data minimisation principle?

Under 5(1)(c) of the GDPR, personal data must be adequate, relevant, and limited to what is necessary.

In essence, as a business, you should only be collecting data that is strictly necessary to carry out the purpose for which it was collected.



HOW DOES
THIS SAVE
YOUR
BUSINESS
MONEY?





Data minimisation is all about streamlining processes and improving workflows.

This means you are only collecting data of value, and reducing the risk of security breaches that could come with collecting larger volumes of data.

As they say, less is more, and in this case, less risk.



HOW DOES
THIS TIE IN
WITH OTHER
RIGHTS?

Data minimisation is one of the first of three data protection principles, along with accuracy and storage limitation. You also need to consider the accountability principle, and how you can demonstrate your purpose of processing to data subjects and the ICO.

You need to further acknowledge the rights of the data subject, for example, their right to access, deletion, and rectification. If they believe that the data you have collected does not align with your purpose for processing, then you may be required to delete it.



SECURITY

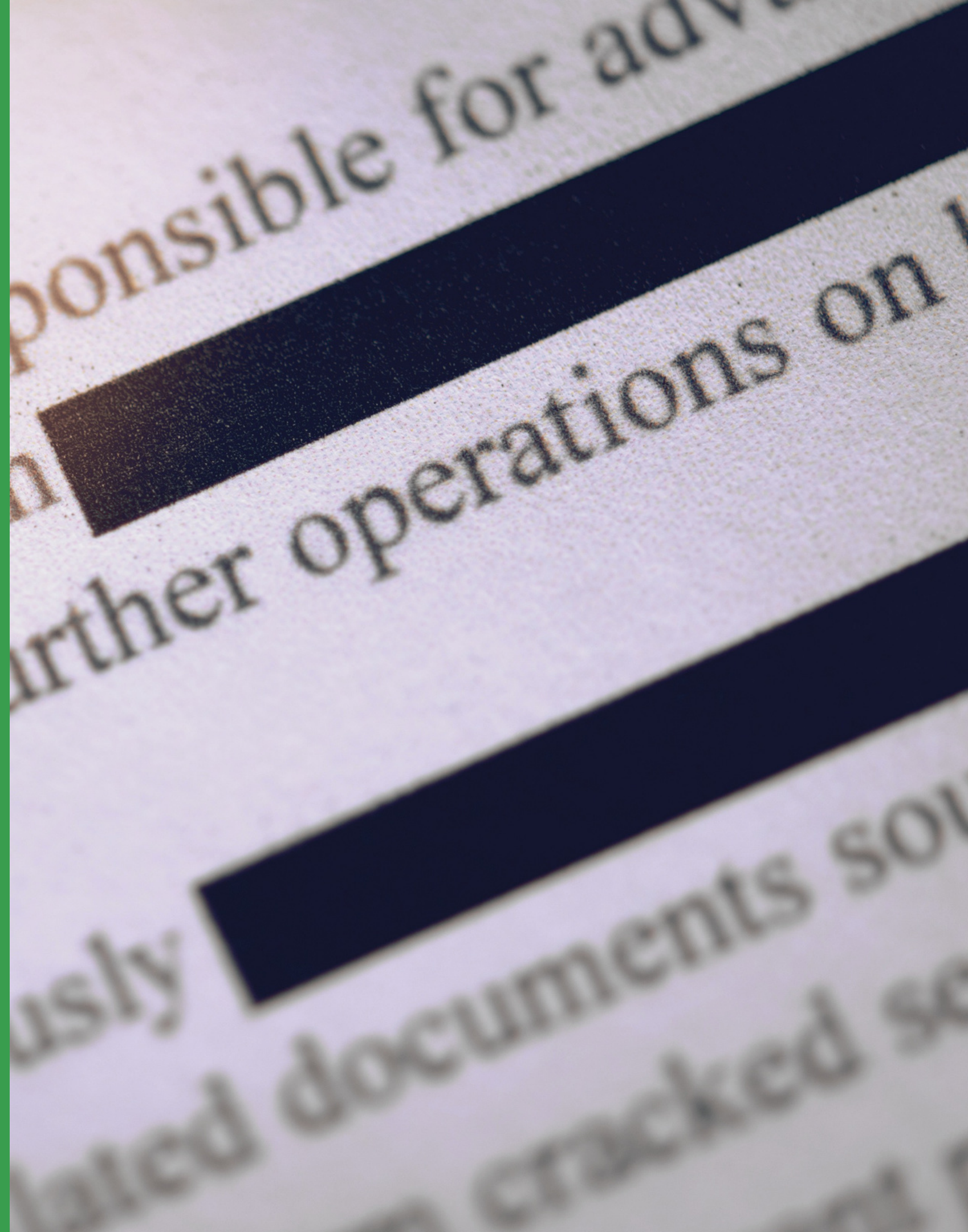




Many businesses, unknowingly collect large volumes of data, putting them at risk from a data breach. A strong data minimisation culture embedded within an organisation will help reduce the likelihood of hoarding large volumes of unnecessary, and potentially fraudulent data.

Tools that could be used to help enforce this forward-thinking include appropriate training, implementing policies and procedures, and screening processes.

DATA DELETION AND RETENTION



Does your business have a data retention policy?
If not, this is something you need to consider and
keep under regular review.

Having regular data purges allows businesses to
focus on only the data they need to succeed.

Time is money, and businesses do not have the
time to sift through 'stale' data.



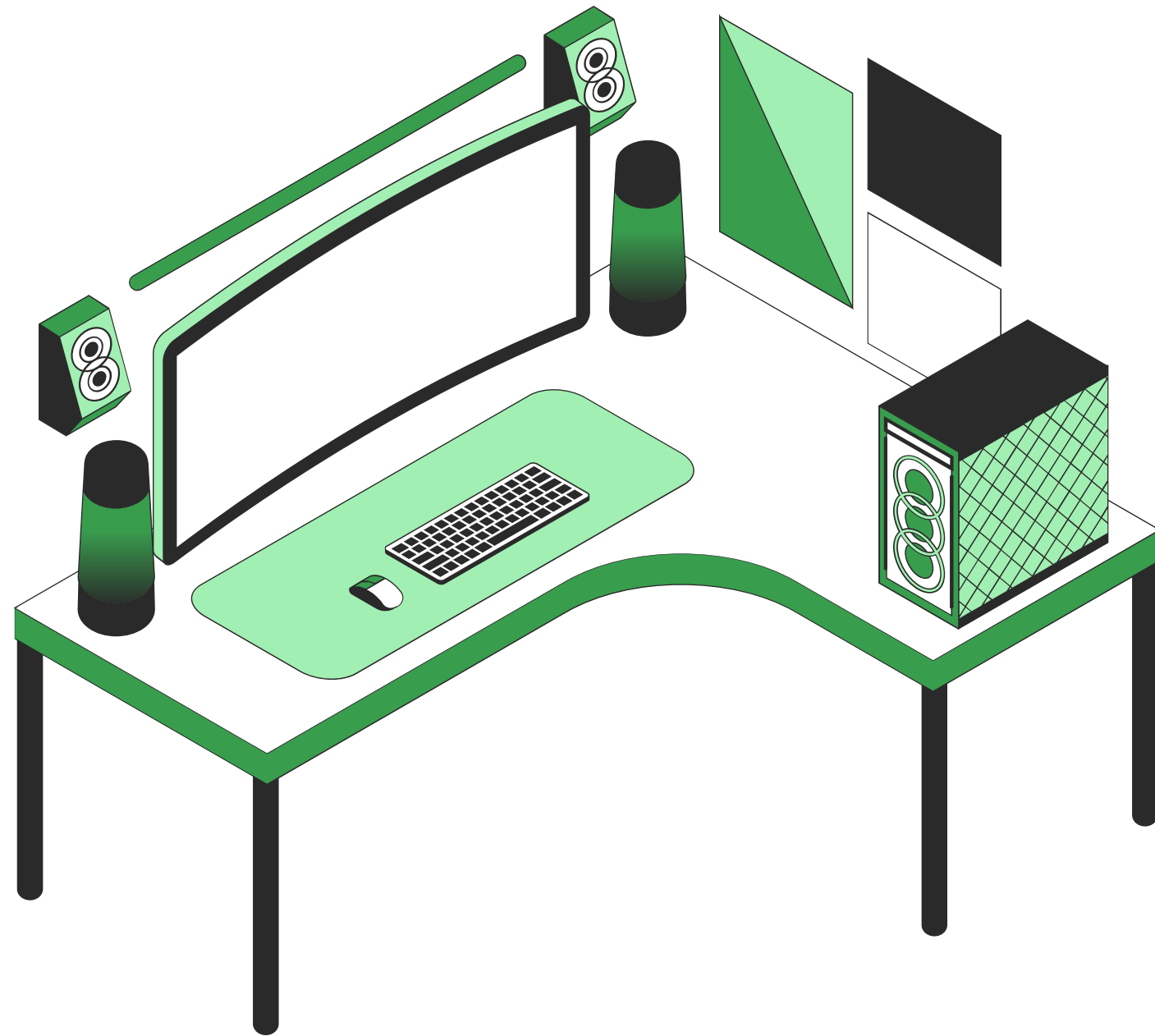


KEY POINTS

WHAT DO YOU ACHIEVE WITH DATA MINIMISATION?

- 1) Reduced risk of data breaches, fines, and sanctions.
- 2) Increased efficiency.
- 3) Readiness for changes in legislation.
- 4) Swift responses to data subject access requests.
- 5) A more secure working environment.





Do you have any questions?

Get in touch with us, we can support you when dealing with complex data protection needs and/or we can train your staff.

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