

Data Protection Information

The General Data Protection Regulation (GDPR) came into effect on 25th May 2018. GDPR applies to all CNHC registrants because you hold and use personal data about your clients. The Information Commissioner's Office (ICO) is the source of all the information and guidance you'll need to ensure you'll be complying with the relevant GDPR requirements. Here are the links to their free advice and live chat services:

[Advice Service](#)

[Live Chat](#)

They've also published a document titled '[Preparing for the General Data Protection Regulation \(GDPR\): 12 steps to take now](#)'. Of the 12 steps referred to in the document, you'll be pleased to know that steps 10, 11 and 12 are not relevant for sole practitioners and very small businesses. And you'll be reassured to know that if you're already complying with the Data Protection Act 1998, you're well on the way to compliance with the GDPR.

How to comply Checklist

This short checklist for small organisations on the Information Commissioner's Office (ICO) website will help you comply with the General Data Protection Regulations (GDPR) as well as the Data Protection Act (the Act): [How to comply checklist](#). Not all of the additional guidance that's listed underneath the checklist will apply to you, but the [Electronic Mail Marketing link](#) will be relevant, if you text or email clients.

Monthly Podcast

The ICO has launched a new monthly podcast to provide guidance and mythbusting in regards to GDPR compliance. In the first edition, the Information Commissioner and Deputy Commissioner (Policy) answer questions some businesses have raised in response to blogs published by the ICO about GDPR. Listen to the podcast [here](#)

Briefing Note

Based on legal advice that CNHC has taken on behalf of registrants, our understanding of the following two issues is set out in sections 2 and 3 of this [briefing note](#)

- what registrants should tell their clients about the basis on which they are processing their personal data
- the period of time for which client records should be retained

We stress, though, that this does not of itself constitute legal advice.