1. Stay Lean: Minimise the data you hold and you will minimise the risk of a breach.

2. Share with care: If you outsource any part of your payroll process to a third party, make sure they are also compliant with the law and have robust security policies in place.

3. Use, don’t abuse: Map all payroll users and systems at every stage of your process. Identify any weak points and weed out excessive access to reduce risk.

4. Be prepared: Make a plan to enable you to report data breaches within the required 72 hours. Communicate that plan to all those involved in the process.

5. Safety first: If you store it, secure it. Consider additional layers of security such as encryption, password protection and access controls to minimise risk.

6. Know their rights: Apart from the founding principle of consent, employees will also have enhanced rights around how their data is used and retained.

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