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**To: All NSI approved companies and applicants**

Dear Colleague,

**GDPR – NOW 6 MONTHS TO GO!****ICO GUIDANCE AND NEW ADVICE LINE FOR SMALL AND MEDIUM ENTERPRISES**

As you will be aware, the deadline for compliance to the General Data Protection Regulation (GDPR) falls on the 25<sup>th</sup> May 2018. The GDPR is a new EU regulation detailing mandatory requirements for organisations, including small and medium enterprises (SMEs), processing the personal data of individuals within the EU.

The Information Commissioner's Office (ICO) provides extensive guidance on the GDPR, including a useful guide to help organisations prepare for the GDPR in 12 steps, as well as a checklist to track your progress. These are available here:

<https://ico.org.uk/for-organisations/data-protection-reform/>

For further help and guidance, the ICO has recently launched a new **Advice Line** for SMEs. The service is aimed at people running small businesses or charities and recognises the particular problems they face getting ready for the new data protection law. To access the new service, dial the ICO helpline on **0303 123 1113** and select option **4** to be diverted to staff who can offer support.

To protect the personal data stored within your organization, it is recommended you have appropriate cyber security measures in place. Cyber Essentials is a low-cost, government-backed scheme to help organisations protect themselves against the most common threats found on the internet. Further information on Cyber Essentials can be found here:

<https://www.cyberaware.gov.uk/cyberessentials/get.html>



We are required to comply with the requirements of the GDPR just as you are. We are able to direct you to relevant and useful information and guidance and share our own experiences as much as we can but, in our position as a UKAS accredited Certification Body, we are unable to offer you advice on how to comply. Fortunately there is a wealth of guidance and support already out there and, if you need any further information on where to find this, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads 'Laura Welford'.

Laura Welford  
Quality Manager and Data Protection Officer

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