

# 7 KEY TIPS

## Managing Information Risks in the Workplace

1

### Be Compliant

Ensure everyone understands the policies, procedures and requirements to comply with GDPR and their obligations.

2

### Recognise Consequences

Know the risks and fines associated with breaches which can result in financial penalty, a criminal offence and disciplinary action.

3

### Safeguard Information

Take proactive reasonable steps to protect the information handled daily (data security, procedures, protocols and contingency planning).

4

### Risk Assessment

Identify and mitigate information risks in the workplace and encourage reporting.

5

### Secure Sharing

Safeguard how information is shared and protected within your team.

6

### Know Procedures

Make sure everyone knows how to report potential data breaches, to whom and by when.

7

### Ongoing Training

Provide induction and regular training to ensure on-going compliance.



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