

Effects Of GDPR On ID Card Printing.

GDPR is around the corner:
We're ready, are you?



Introduction

Are you responsible for printing photo ID cards?

As of the 25th May 2018, GDPR will impact on your responsibilities.

In this helpful guide, we take a closer look at what impact the changes will have, and how you can ensure you are not affected.

Here's a quick overview of what we're going to be covering:



GDPR in a nutshell.



Outsource your ID printing? What you need to know.



Printing your own ID cards? Three essential actions.



How can North Time & Data help?

What is GDPR?

On the 25th May 2018, a new European privacy regulation called The General Data Protection Regulation (GDPR) will come into effect.

GDPR is a binding legislative act from the European Union, with its sole aim being the protection of personal data.

The regulation has been set up to tackle the inconsistent data protection laws currently in place throughout the EU's member states and facilitates the secure, free-flow of data.



Outsource your ID printing? What you need to know.

If you outsource your card printing to an external company, you need to ensure they are taking the necessary steps to secure your colleagues' personal data.

As a customer, you will be sending them valuable data that is linked to a specific job.

This could be in the form of an Excel sheet, CSV file, Word doc or even a printout.

The data could contain critical information such as an employee's name, email address, department, issue number and valid from and expiry dates.



In essence you need to ask and check that your supplier is fully compliant with GDPR regulations.

This includes:

- 1** The way they receive your data. Snail mail, email or encrypted. (Cloud, email, CSV, mail)
- 2** How your data is stored. Do they use a secure database, firewalls or have other security measures in place?
- 3** That staff are correctly trained to handle the data. (DBS check, internally trained)
- 4** They have a procedure already in place to securely dispose of any used printer ribbons and plastic cards that contain your data.
- 5** They ask your permission for the data to be stored on file for future jobs.

It is imperative that an audit trail is recorded to show which staff member or members have checked, packaged and shipped cards for your orders.

You also need to ensure that your data is not transferred onto any mailing list's and not sold on to third parties.

Is your supplier taking your data security seriously?

If you're not convinced, contact us on **+44 (0) 2892 604000** to discuss your requirements today.

Printing your own ID cards? Three essential actions.

As a person that prints ID cards, it is essential that you understand GDPR and what impact it has on you and how you issue your company ID cards.

We've simplified it down to three essential actions that you need to take to ensure you comply.

1 The Printer.

When not in use, keep the printer in a secure room or use a printer with enhanced GDPR security features such as a Kensington lock and all-in-one printer lock that secures the printer, ribbon and cards.

2 Used Cards and Printer Ribbons.


Ensure cards that are no longer needed are securely destroyed. This is especially important when disposing of the used printer ribbon as the used ribbon displays the details of the ID cards that have been printed. With some ribbons printing up to 500 cards, this is a lot of secure data to fall into the wrong hands!

3 Staff externally wearing their ID.

Do you allow staff to display their ID card outside of working hours? If so you may need to rethink this.

If a staff member wears their ID card on the commute home and this is visible to the public, then their name, company they work for and job title are on open display for anybody to see. Informing staff not to display their ID card outside of work visibly is a quick win.



 **At no point should a used printer ribbon be placed into a typical waste bin.**

The IDP Smart 51 is a GDPR enhanced ID card printer that offers an all-in-one lock feature, protecting your data.

[Find out more.](#)

How can North Time & Data help?

At North Time & Data we have spent the past 12 months preparing for the GDPR update, and we will spend the next 12 months monitoring our processes to keep them up to the GDPR standard by building regular reviews into business practices.

If you would like further information on how our ID card products can help you become GDPR compliant, please call us on **+44 (0) 2892 604000**, or email **info@ntdltd.com**.

Want More?

Now you've had a read through our guide, you can see how serious we take data protection and GDPR for all customers.

If you would like further information on the topic then please visit:

<https://www.eugdpr.org/>



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Prefer to talk?

Just call **+44 (0) 2892 604000**
and we'd be happy to help.