



BUSINESS MATTERS

August 2018

GDPR - Key Practical Points

It is unlikely that anyone will have escaped the news that the General Data Protection Regulation, or GDPR, has now come into force! GDPR has overhauled how businesses process and handle data.

Whilst GDPR is a large topic that we could write about at great length, we have put together a summary of key practical points that should always be considered in this new era:

1. Personal data should be processed in such a way that someone looking at it should not be able to identify to whom it relates.

Additional information, such as a key or code, should be kept both separately and securely so as to decode the personal data. This process is known as "pseudonymisation".

- 2. Use passwords wherever possible and encourage employees to use more complex passwords that should never be shared and should be changed regularly.**
- 3. Consider whether data can be anonymised. Think about whether it is really necessary to identify specific employees on your data.**
- 4. Think about the devices that your employees use and their security access to these. Consider whether it is appropriate that employees are permitted to use their own smart phones and laptops for work purposes and whether company equipment should now be used instead.**
- 5. Data should be encrypted wherever possible, particularly if it is being transferred or if your organisation allows remote working.**
- 6. Make sure that measures are put in place to ensure that you are compliant with GDPR principles.**
- 7. Only process personal data necessary for specific purposes.**
- 8. Records should be kept, to prove your compliance with GDPR.**



The Connection between Wellbeing and Workplace Performance

A recent and comprehensive Government study suggests that improvements in staff wellbeing result in better workplace performances including profitability, labour productivity and quality of services or outputs. Factors that have been shown to have a strong and positive link with workplace performance include:-

- **Satisfaction with training.**
- **Skills and development opportunities.**
- **A degree of autonomy.**
- **Scope for using initiative and influencing decisions.**

Research has shown that employers who are able to focus effort on a number of the following areas should be able to increase wellbeing and, as a result, workplace performance:

- **Involvement in organisational decision making; good communication and consultation; ensuring that staff have a “voice” in the workplace.**
- **Variety in work undertaken. This could be addressed through job design.**
- **A sense that all roles within an organisation have significance and value.**
- **Being clear about what is expected of staff members.**
- **Supportive supervision.**
- **Positive interpersonal contact with other people including managers, co-workers, customers or the general public (where the job requires it).**
- **Opportunities to use and develop skills.**
- **A sense of physical security, confidence in equipment and the pleasantness of the work environment.**
- **A sense of job security and clear career prospects.**
- **A perception of fairness in the workplace.**
- **Higher pay - this relates not only to the absolute level of pay but also how it compares with the pay of other workers.**

Dress Codes

The Government Equalities Offices has published new guidance on dress codes and sex discrimination.

Employers are reminded that, whilst dress policies for men and women do not have to be identical, standards imposed should be equivalent.

A warning is also given that any employer requiring employees to wear gender-specific items, such as make-up or high heels, is likely to be unlawful.



First and Foremost Your Interests

Miller Hendry is a long established legal and estate agency practice which has served individuals and businesses in the Tayside and Strathearn area for generations. The firm has grown to be one of the largest legal practices in the area. Our staff include highly professional solicitors and legal staff, trust and tax specialists, property valuation managers and sales negotiators who are all equipped to provide a complementary blend of specialist and more general expertise in various fields. We continue to try to shape in a proactive way the services we provide to meet the ever changing needs of our clients. Whatever the problem, be it personal or business, large or small, routine or complex, it will be given individual attention and will be handled according to the highest professional standards.

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This leaflet is a general discussion document and is for guidance only. It is not a substitute for legal or financial advice.

Each situation must be looked at its own right. You cannot rely upon points raised and should always seek advice specific to your own circumstances.



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