

M-Files GDPR

A simple, process-based approach for GDPR compliance



A critical aspect of GDPR compliance will be that a company can quickly and easily demonstrate the steps they have taken towards meeting GDPR requirements. They need to be able to provide this information and supporting documentation to auditors if required.

M-Files GDPR provides a comprehensive and easy-to-use solution to manage and control data registries, data processor information, policies, processes, and employee training records. It also provides exceptional audit capabilities in the event of an audit or breach.

Benefits

- ❖ Build a Personal Data or Information Asset Registry to enable **incremental** rollout based on vulnerability and risk
- ❖ Streamline and automate GDPR related processes for more efficiency while **reducing the risk** of human error
- ❖ Leverage the built-in activity monitoring to **prove auditors** that you are following best practices while alerting to non-compliance

Key Takeaways

- ❖ A simple, process-based approach to information governance provides a practical foundation for GDPR compliance
- ❖ Don't strive for perfect compliance right away - instead, focus on the foundation, best practices, and high-risk areas first
- ❖ Building in auditability and accountability from the ground-up dramatically reduces the risk of GDPR non-compliance



This is a process problem,
not a technology problem

31% of organizations

experienced data loss caused by staff negligence or bad practices

AIIM & M-Files, GDPR Readiness Research, 2017

Key Features

- M-Files GDPR provides comprehensive capabilities to **demonstrate GDPR compliance**
- Includes a solid **reference structure for tasks** required to be completed in order to become compliant
- **Repetitive tasks** for Data Protection Officer and Data Privacy Team
- **Document management**: approval and roll-out with automatic PDF processing and electronic signatures
- **Audit, deviation, risk** and **CAPA** management
- **Data subject request** and **consent** management

Inventory Management

- ✓ Personal Data Registries (PII data)
- ✓ Data Systems (where data is actually stored)
- ✓ Suppliers (who provide the systems and data)

Process Management

- ✓ Audits, including Privacy Impact Assessments (PIA) and Data Protection Impact Assessments (DPIA)
- ✓ Data validation and qualification
- ✓ Record and process deviations/issues/breaches
- ✓ Management of personal data requests
- ✓ Periodic Reviews

Content Management

- ✓ Robust document management capabilities
- ✓ SOP management
- ✓ Policies and Procedures
- ✓ Document Attachments
- ✓ Audit Records
- ✓ Inventory Records
- ✓ Process Records

M-Files GDPR Solution Package

Includes:

- ✓ M-Files GDPR Solution Vault
 - Prebuilt Application and Processes
- ✓ Up to 10 Named M-Files Users
- ✓ IT Governance UK GDPR Documentation Toolkit
- ✓ Software upgrades and technical support

❖ M-Files GDPR Solution Packages normally require:

- User Training
- Administration Training
- Configuration Support