



Government Actuary's Department

23 May 2018

General Data Protection Regulation Preparations

This letter provides a final update regarding GAD and the General Data Protection Regulation (GDPR) which comes into force this week.

The following documents can be found online at the links shown.

Privacy notice

Our [privacy notice](#) explains what personal data we hold, why we process it and our justification for processing it. The notice also states the rights of data subjects with regard to the personal data that we hold about them.

Terms of Business

Our [terms of business](#) document has been updated to incorporate GDPR arrangements.

Submitting data to GAD

We have set up an easy to use, secure data transfer system to transmit personal data to and from our clients. [Guidance](#) on how to use the system is available on our website.

We have been training staff on the requirements of GDPR and have a number of internal documents to support them in compliance. These are available on request.

Please be assured we take the utmost care in handling and processing personal data. However in the event that personal data that you supply to us is lost or compromised, we will inform you within 24 hours of any breach being confirmed.

Please speak to either your usual contact or Mike Gerli, our [Data Protection Officer](#) if you have any specific questions about any aspects of GDPR.

Yours sincerely,

Mike Gerli

Data Protection Officer | Government Actuary's Department

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