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Data Fundamentals
DT401

An Infographic to demonstrate the
importance of data security and
protection + annotated bibliography.



Shells Compliance Strategy (Shell,2021)

- All teams, businesses and functions must follow the GDPR both for the UK & EU
- Data transfer between teams must be minimised to only where necessary
- Any and all data concerns or breaches should be alerted to Shell's Global Helpline immediately



Data Breaches



72 HOURS

The time organisations must report within



Must report all breaches to the ICO
The risk and the amount of data must be identified and shared with the ISO (ISO,2024)

UK / EU GDPR

- Are your processes and data:
- lawful & fair?
 - purpose limited?
 - necessary?
 - accurate?
 - kept for minimum amount of time?
 - integral & confidential?

(Gov,2022)

Are you accountable?



The Importance of security and frameworks

Frameworks provide a structured method for companies to keep data secure. This prevents companies facing fines, criminal charges and a damaged reputation

- All documents must have a confidentiality label
- this will utilise data anonymisation techniques such as encryption



Data Protection

Act 2018 (Gov,2018)

DPA puts the GDPR into law
It gives users rights to their information

- DPA provides a secured protection over sensitive data such as:
- ethnicity
 - race
 - health
 - sexual orientation
 - political & religious opinions



ISO 27001

International Organisation for Standardisation
This is an internationally recognised standard.
It has a rigorous framework & requires an independent audit to get certified

- it supports:
- a systematic approach
 - identifying & assessing security risks
 - meetings regulatory & contractual requirements
 - gaining a competitive advantage
 - creating contingency plans
 - creating a culture of improvement & innovations



(Clark,2014)

Contractual Frameworks

This is where a third party manages & processes an organisations data

It is important a DATA PROCESSING AGREEMENT is created to set out the terms of what authorisation the data processor has over PII

Data Processor: the third party contracted to process & store data

Data Controller: the organisation that owns the data (IBM,2024)

- Agreements must outline:
- security measures
 - duty of confidence
 - data subjects rights
 - audits and inspection & much more



Cyber Essentials

This is an optional framework that is backed by the government

This framework proves basic regulations & guides for small businesses to ensure they have a basic level of compliance

Organisations can take a self-assessment to prove compliance (Clark,2014)

Annotated Bibliography

Canva Visual Suite, (2024), Available at: www.canva.com (Accessed: 31 October 2024)

- This is the software I used to produce my infographic. I utilised the royalty free icons within Canva.

Gov, (2023), *Data Protection*, Available at: <https://www.gov.uk/data-protection> (Accessed: 01 November 2024)

- The government website shows a simplified version of the UK GDPR providing the key points and guidelines that an organisation must follow. This is a government source meaning that the information displayed is reliable and up to date therefore providing accurate information.

Gov, (2022), *Cyber Essentials Scheme Overview*, Available at: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview> (Accessed: 01 November 2024)

- The government website provides an overview of the “Cyber Essentials” scheme and how small businesses and organisations can utilise it to demonstrate compliance. Small businesses can complete a self-assessment to see their compliance levels and to see where they could improve. This is a government resource so it is a primary source for the cyber essentials scheme and will be a reliable source

IBM, (no date), *GDPR compliance*, Available at: <https://www.ibm.com/docs/en/odmoc?topic=information-general-data-protection-regulation-gdpr-compliance> (Accessed: 02 November 2024)

- This source summarises what companies can do to comply with the UK GDPR regulations and ensure they follow the Data Protection Act. IBM is a leading company in the technology space and is a reputable brand when it comes to data security, IBM provide reliable and secure solutions for other companies to remain GDPR compliant.

ICO, (2024), *Data Security Incident Trends*, Available at: <https://ico.org.uk/action-weve-taken/data-security-incident-trends/> (Accessed: 31 October 2024)

- The Information Commissioner’s Office is the UK’s independent regulatory body that ensures that companies follow all data laws and help provide a framework to protect sensitive data. All data breaches must be reported to the ICO. This makes the ICO statistics reliable and the summaries of data breaches accurate. This page provides insights into the amount and the different types of data breaches that have occurred since 2019.

Shell Logo, (2024), Available at: <https://logos-world.net/shell-logo/> (Accessed: 31 October 2024)

- This is a royalty-free image of the Shell International Logo. This is used as part of my infographic

Shell UK, (2021), *Shell ethics and compliance manual March 2021*, Available at:

<https://www.shell.com/who-we-are/our-values/shell-ethics-and-compliance-manual-march-2021.pdf> (Accessed: 13 November 2024)

- This is a PDF of Shell UK's compliance plan. IT is direct from the Shell Uk website meaning it is a primary source of information and will provide accurate information and data. It outlines Shell's frameworks and compliance procedures as well as why they are important.