



Platinum

MOTOR GROUP

MEMORANDUM

To: All Directors & Managers

From: Jeremy Cuff

Subject: A New GDPR Resource Area on Platinum Info Central

Date: 5th February 2019

A New GDPR Resource Area On Platinum Info Central

In order to assist the company in terms of ongoing GDPR compliance, we have created a dedicated GDPR Resource Area on the company intranet Platinum Info Central (www.platinuminfocentral.com).

This area contains a number of sections as described in the paragraphs below.

This GDPR Resource Area can be accessed from the Platinum Info Central homepage by clicking the following icon;



GDPR HOME

This contains the Platinum Group's definition of GDPR and mission statement.

There's also a link to the Company Handbook and a GDPR Breach Report Form that can be downloaded.

MEMOS

This section shows a chronological record of all GDPR related memos issued by the Platinum Group.

This will be supplemented by any new GDPR related memos.



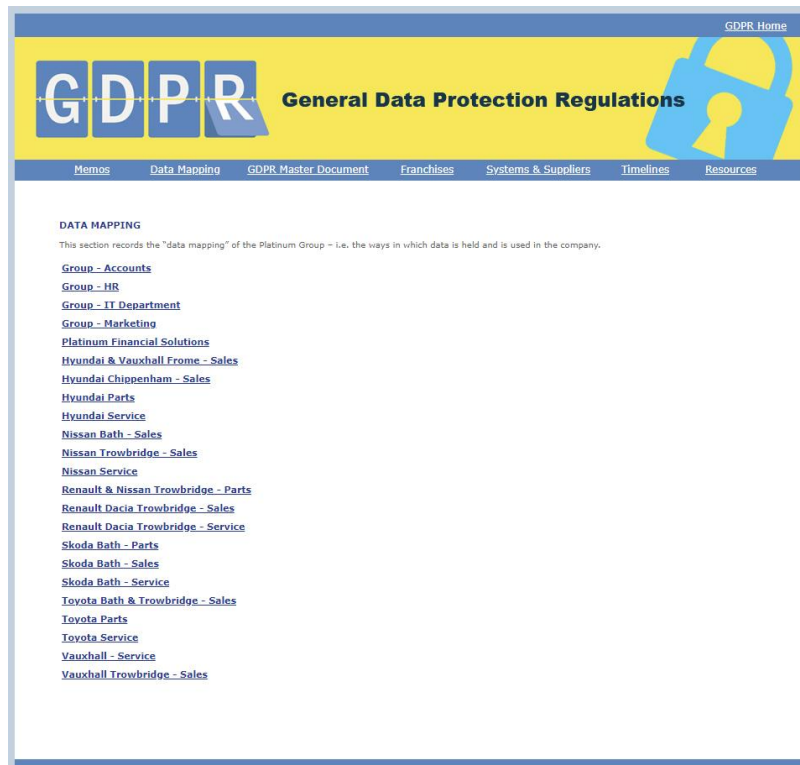
The screenshot shows the 'GDPR Memos' page. The header includes the 'GDPR' logo and 'General Data Protection Regulations'. A navigation bar contains links for 'Memos', 'Data Mapping', 'GDPR Master Document', 'Franchises', 'Systems & Suppliers', 'Timelines', and 'Resources'. The main content area is titled 'MEMOS' and contains a list of 15 memos, each with a date and a brief description of the topic.

Date	Topic
14/11/2018	Updating Customer Records in the Group/ The Connection With GDPR
24/01/2019	The IT Department & The Franchises, Suppliers & Providers
25/02/2019	Communications of Bank Details to Customers
04/03/2019	GDPR - Protection Sensitive Data
20/03/2019	GDPR
28/03/2019	GDPR
23/04/2019	GDPR Company Policy, Best Practice & Mission Statement
04/05/2019	GDPR in The Platinum Group
14/05/2019	GDPR in The Platinum Group
14/05/2019	GDPR Principles In Terms of Marketing
16/05/2019	GDPR Principles In The Group
16/05/2019	GDPR in The Platinum Group
21/05/2019	GDPR - IT Assets

DATA MAPPING

This section is a “department by department” library of the GDPR “Data Maps” as supplied by the Directors and Management teams.

Currently, we are missing two (Toyota Parts and Renault/Dacia Trowbridge Service). There's also a query on one of the Vauxhall Service Data Maps which is labelled as "Hyundai" which will be checked out subsequently.



The screenshot shows the 'GDPR Data Mapping' page. The header includes the 'GDPR' logo and 'General Data Protection Regulations'. A navigation bar contains links for 'Memos', 'Data Mapping', 'GDPR Master Document', 'Franchises', 'Systems & Suppliers', 'Timelines', and 'Resources'. The main content area is titled 'DATA MAPPING' and contains a list of links to various data mapping documents, organized by department and franchise.

DATA MAPPING
This section records the "data mapping" of the Platinum Group - i.e. the ways in which data is held and is used in the company.

- [Group - Accounts](#)
- [Group - HR](#)
- [Group - IT Department](#)
- [Group - Marketing](#)
- [Platinum Financial Solutions](#)
- [Hyundai & Vauxhall Frome - Sales](#)
- [Hyundai Chippenham - Sales](#)
- [Hyundai Parts](#)
- [Hyundai Service](#)
- [Nissan Bath - Sales](#)
- [Nissan Trowbridge - Sales](#)
- [Nissan Service](#)
- [Renault & Nissan Trowbridge - Parts](#)
- [Renault Dacia Trowbridge - Sales](#)
- [Renault Dacia Trowbridge - Service](#)
- [Skoda Bath - Parts](#)
- [Skoda Bath - Sales](#)
- [Skoda Bath - Service](#)
- [Toyota Bath & Trowbridge - Sales](#)
- [Toyota Parts](#)
- [Toyota Service](#)
- [Vauxhall - Service](#)
- [Vauxhall Trowbridge - Sales](#)

GDPR MASTER DOCUMENT

The Platinum Group will maintain a GDPR Master Document ongoing, which can be viewed in this section.

The screenshot shows the 'GDPR Home' page with a yellow header containing the 'GDPR' logo and the text 'General Data Protection Regulations'. A blue padlock icon is on the right. A navigation bar below the header includes links for 'Memos', 'Data Mapping', 'GDPR Master Document', 'Franchises', 'Systems & Suppliers', 'Timelines', and 'Resources'. The main content area is titled 'GDPR MASTER DOCUMENT' and features a document thumbnail with the Platinum Group logo. Below the thumbnail, it states '(Company Policy & Best Practice - Last Updated 15/1/2019)' and '(Privacy Policy - Last Updated 02/05/2018)'.

FRANCHISES

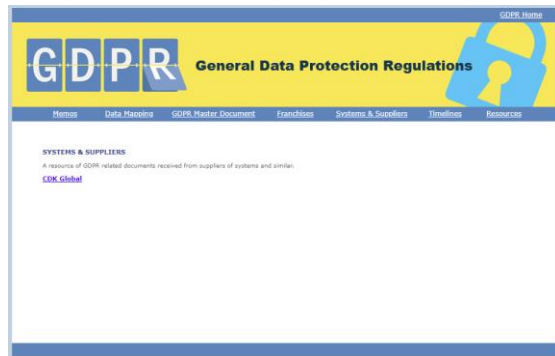
The section divides by franchise and contains documents received from each brand relating to GDPR.

The screenshot shows the 'Franchises' page on the 'GDPR Home' website. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'FRANCHISES' and includes the text: 'This section compiles documents & resources relating to GDPR received from each of the franchises operated by the Platinum Group.' Below this text, there are seven brand logos arranged in two rows: Hyundai, Nissan, Renault, Dacia in the top row, and Skoda, Toyota, Vauxhall in the bottom row.

SYSTEMS & SUPPLIERS

A section where supplier information on the GDPR credentials of their products/systems can be stored.

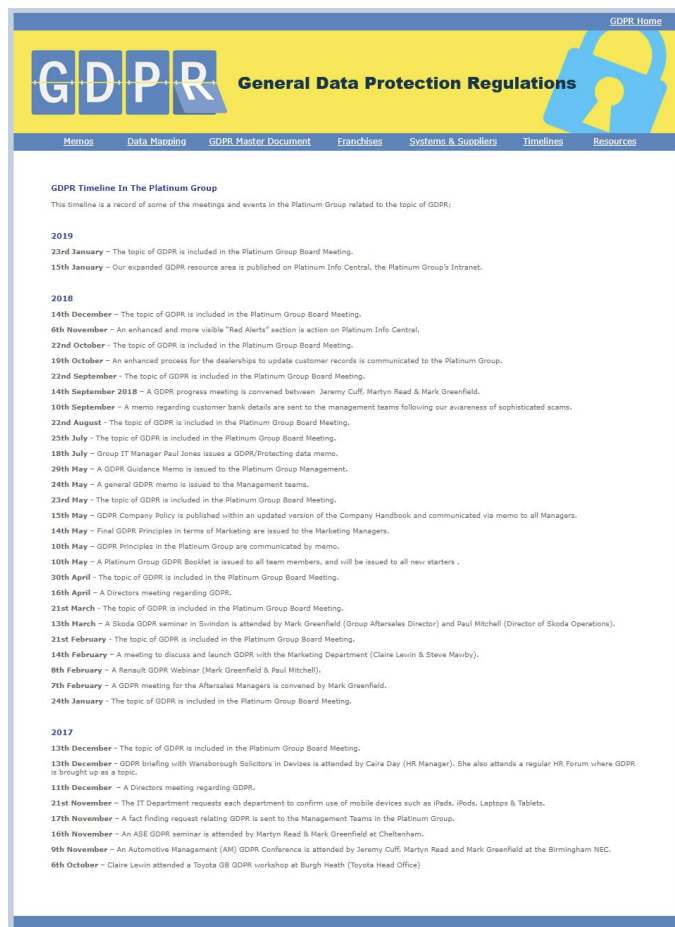
Currently, we're showing only CDK, but expect this section to grow.



TIMELINES


A chronological timeline of GDPR related meetings, events and communications in the Platinum Group.

This will be added to as subsequent meetings, events and communications occur.



RESOURCES

This is a general resource area of documents and videos relating to GDPR and its implementation.



The screenshot shows the 'GDPR Home' website. The header features the 'GDPR' logo in large blue letters, followed by the text 'General Data Protection Regulations' and a blue padlock icon. A navigation bar below the header contains links for 'Memos', 'Data Mapping', 'GDPR Master Document', 'Franchises', 'Systems & Suppliers', 'Timelines', and 'Resources'. The main content area is titled 'RESOURCES' and includes a disclaimer: 'These files are for reference only and may or may not be definitive in their content or opinions expressed. We will attempt to only show relevant and current resource documents and videos, and will show a "date of publishing" on Platinum Info Central.' Below this is a link to a 'Short Video Regarding GDPR' with the URL <https://www.youtube.com/watch?v=GyU8uB3VtQ>. Three document covers are displayed in a row: 1. 'ICO Preparing for GDPR' (Date Published 25/1/2019), 2. 'Judge Services Things to Look Out For' (Date Published 25/1/2019), and 3. 'Thrings Solicitors GDPR Guide' (Date Published 25/1/2019).

* * *

GOING FORWARDS

GDPR will be with us ongoing.

So, in order to keep this GDPR area relevant and up to date, can I ask that everyone;

- Sends in information about GDPR related meetings, conferences or webinars attended
- Supplies updated data mapping information as processes change or are added
- Sends in documents and materials from each of the franchises
- Sends in any GDPR related information received from our suppliers
- Sends in any other items that might be relevant to the topic of GDPR

Thank you for your assistance in this matter.