



GDPR Foundations

A practical introduction to UK GDPR and data protection. One-page summary.

The 10 things to remember

- 1 Personal data is any information that can identify a living individual, directly or indirectly.
- 2 UK GDPR applies to every organisation, regardless of size; there is no small business exemption.
- 3 Every processing activity needs at least one of the six lawful bases before it starts.
- 4 Do not default to consent; pick the basis that reflects the true relationship.
- 5 Special category data needs both an Article 6 basis and a separate Article 9 condition.
- 6 Collect only the data you need, and delete it once its purpose is fulfilled.
- 7 A rights request can arrive in any form; the clock is normally one calendar month.
- 8 An objection to direct marketing must always be honoured, with no balancing test.
- 9 Accountability means being able to show compliance in writing, not just claim it.
- 10 If in doubt about a data protection question, ask your DPO or data protection lead early.