

EDUCATING YOUR PROS

NATASHA RAWLEY, THE FILE QUEEN

Welcome back, LPM readers – the new school term has started, summer is (pretty much) over and the UK is back in full throttle after the summer break. And what a break it's been at File Queen HQ (we've taken the time to get our clients up and running with #augustprojects, as well as started our new Instagram feed @filequeenadds).

With the start of the new learning year, we're focused on the education of you, lovely LPM readers – with our attention turning back to the General Data Protection Regulation. You may remember that in our last LPM article we ran through the 12 steps to tackle the GDPR, helped by the awesome people at the Information Commissioner's Office – we've provided a link to their 12-step resource via our website: www.archivestorage.net/news/gdpr/

Over the next three columns we'll be taking these steps and breaking them down for you – starting with step one: awareness. The File Queen (myself) and the team at ADDS have been promoting this step as the most important for all legal practices.

"Why?," we hear you holler. Well this step is the all-important life raft that unites your practice and team members, to help you in the GDPR fight for survival (dramatic, I know).

Getting the team on board – this buy-in needs to include all ranks of staff – from the managing partners to your suppliers. But how do you do this? Well, here are some File Queen tips for when we at ADDS are rolling out projects.

Lunch and learn – with a register. People love to eat and be social, so get your legal business to book in a couple of lunch and learn sessions. Don't limit this to one date – you must run at least two or three, so people have the option of which dates to attend. Make sure you make a register for those that actually turn up (we all know a calendar acceptance doesn't mean they'll actually appear). This will allow you to chase down the members of the team you need to get on board for the next one.

Have some decent sandwiches, nibbles and soft drinks, and give the team an overview of the GDPR. Run through the 12 steps and make sure you educate them on why everything is so important (make sure you mention the increased fines and audits). During this time, let the team know that there are several steps along the way that you'll need their help and support for, and which you won't be able to achieve on your own. Tell them that the business's reputation and brand is on the line, and that you need everyone on board to lend a helping hand and spread the word.

Another great File Queen tip at this stage, is also to get some additional funding from the practice manager for a wine and quiz night at the end of the lunch and learn periods. This can be part of your social gathering on a Friday straight after work – with some more nibbles and wine. Assign people to teams and have a GDPR quiz. The winning team gets an award and everyone has fun and learns at the same time. Follow our twitter feed as we'll be tweeting some great questions to ask @thefilequeen #GDPRQUIZ.

We know, it's a lot to organise, but there are only four months left in 2016 and GDPR practices must be in place by 25 May 2018. And believe me, when you have to roll out rather hard core legislation, you have to make it fun and interactive to get people on board. [LPM](#)



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