

# IT'S #2017 INFOTIDY TIME

NATASHA RAWLEY, THE FILE QUEEN



As the nights get darker earlier and there is a crisp chill in the air, File Queen HQ has been working away on client projects and preparing clients for an end-of-year information and data tidy. We even have #2017infotidy on Twitter to encourage our clients to get their records and data in line for the start of 2017. This means office clear-outs, retention schedule reviews and the secure destruction of files, hardware, old mobile phones and backup data tapes sitting at the back of the cupboard. The File Queen has been appearing at clients' premises to have a nose around and help out with #2017infotidy – asking vital questions about retention periods and questioning whether certain information is still required. Sometimes you need an external party to really question why you are holding onto information. File Queen clients, who are on board with #2017infotidy, are already unknowingly taking vital steps to get ready for the EU's General Data Protection Regulation. The File Queen has been leading LPM readers through the 12 steps to the GDPR, wonderfully outlined by the Information Commissioner's Office.

“Every organisation should document what personal data they hold, where it came from, and who they share it with.”

Today we look at step two – information you hold. Every organisation should document what personal data they hold, where it came from, and who they share it with. To some practices, this may seem a tad overwhelming, as we all know each legal practice has a dark well of personal information.

“Where to start?” I hear you scream. Don't worry, it's all about the information audit (#informationaudit on Twitter). Here at File Queen HQ these are the steps we have taken.

First, create an information audit register – don't worry if you don't have the time, you can download our cheat sheet at [www.archivestorage.net/news/gdpr/](http://www.archivestorage.net/news/gdpr/). It may need some tweaking, as no two practices are the same, but this is why we have left it in an editable format. Next, nominate an information audit angel from each department within your practice. This must include administration, support, marketing and fee-earning departments – you can leave no stone unturned.

Once you've picked an audit angel, have a mini training session on how and why the information audit needs to be completed. It is so important that each information audit angel understands the importance of their task and that both hard and soft personal information must be audited – which is why the register mentions both.

Have a prebooked information audit angel reward dinner. This isn't only a thank you from the firm for all their hard work, but a nice pleasant deadline. Most information audit angels will need four to 10 weeks to complete their task, depending on the size of the firm and the number of practice locations.

After the reward dinner, the information assets are back in your care. Some of you will have the support of an onsite data protection manager, some of the internal risk department, but smaller firms may be relying just on you. There's a lot of work to do I'm afraid! Check our list of information audit angel questions at [www.archivestorage.net/news/gdpr/](http://www.archivestorage.net/news/gdpr/). **LPM**

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[www.archivestorage.net](http://www.archivestorage.net)  
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