



NAMA Best practice

Deleting Data – NAMA Certification

Aim – To provide a promotable, NAMA certification for data deletion services that NAMA members currently offer or wish to offer to their customers to ensure said companies are compliant with GDPR regulations.

Whether the service is delivered in house or subcontracted to an external supplier, it is important that the service is carried out with the “appropriate technical and organisational measures necessary” to enable NAMA members to demonstrate compliance with GDPR, including Articles 5,6 and 32 of the 2018 Data Protection Act.

To this degree and in order to obtain NAMA Data Deletion Certification a list of prerequisite requirements is attached in appendix 1.

A sample Data Processing Agreement is also attached for the adoption of members if required.

[White Paper Download - GDPR - Privacy4Cars](#)

For the benefit of members our Associate member “Privacy 4 cars” offer an “off the shelf “solution which fully meets the requirements of the suggested NAMA data deletion certification, it is simple and quick to use and offers a fully certificated process.

Appendix 1

NAMA Data Deletion Certification – Suppliers Requirements

- **The following 10 requirements are prerequisite to obtain NAMA Data Deletion Certification, subject to NAMA approval.**
1. Provide the Client with detail of how the service is delivered.
 2. Have a signed Data Processing Agreement from the Client authorising processing of Personal Data
 3. Ensure use of hardware that is compatible for the supplier solution:
 - a. Apple or Android devices
 - b. Proprietary hardware if the solution is incorporated within the inspection technology
 4. Provide either stand-alone or integrated inventory report to include date and time of deletion and identification of operatives.
 5. Ensure all personnel involved in the deletion activity are registered operatives with either individual or work-group email addresses.
 6. Ensure all allocated personnel involved in the deletion activity are fully trained in use of supplier software and application(s) to ensure:
 - a. Minimum time per deletion
 - b. Accuracy of integration and reporting of deletion records into client inventory reporting
 7. Search with either VRM or VIN to match vehicle with client inventory, ensuring accuracy of identification.
 8. The ability, if required to Incorporate the deletion activity within the standard processes of recording and reporting the inspection and grading of the vehicle's condition.
 9. Record reasons by text and images via supplier software for any deletion failures.
 10. The ability, if required to Integrate supplier report output with client inventory, maintaining agreed regularity of communication with client of deletion performance.