

8 stages to GDPR support and advice

The 8 stages of GDPR support and advice we offer.

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Stage 1

Understanding the regulation

Initial training and awareness – aimed at firms that need to improve their understanding of GDPR. In our training and discussion session, we'll provide you with an overview of the requirements and obligations of GDPR. Output from this session will be a high-level action plan identifying the key stages in implementation.

Stage 2

Mapping your data

To identify the specifics of what you need to do to comply with GDPR, you'll first need to map your data. Using the ICO template, we will provide advice and support so you can answer key questions such as:

- What data do you gather, hold, and process?
- How many special categories of data (formerly 'sensitive data') do you hold?
- Who accesses it and in what locations?
- Where and how is it held?
- What do you use it for?
- Where did it come from and what consents do you have to use it?
- How recent is it and how accurate?

Stage 3

GDPR readiness / GAP analysis

Once your data is mapped we will work through a readiness/gap analysis with you. This is a detailed, operational analysis of your firm's readiness to comply with the requirements and obligations of the GDPR.

The analysis flags gaps and helps drive an action plan so you can target key risks and identify the next steps; this process will also help you to assess what resources you may need to address any issues.

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Stage 4

Advice, support and guidance

Our support includes access to a GDPR specialist to provide help and advice across the project, from completing the data mapping to creating your project plan and implementing actions.

Stage 5

GDPR toolkit

As part of our service, we can provide a GDPR toolkit for firms to personalise.

The toolkit covers key items such as:

- DPA Policy plus supporting processes and registers for each of the following:
 - Right of access
 - Right to rectification
 - Right to erasure
 - Right to restriction of processing
 - Right to object
- Client privacy notice
- Template marketing consent
- Template just in time notice

Stage 6

Training

Senior staff – We can provide specific training for decision makers and those with oversight and operational control to provide clarity about what responsibilities look like for senior staff and how these should be allocated and managed.

Operational staff – This training is aimed at those staff whose day-to-day activities are affected by GDPR, looking at the impact of the regulation from a more role-specific, activity-orientated perspective.

Bespoke training – Training tailored to the specific requirements of your business – including tailoring training for operational staff to reflect the firm's GDPR processes.

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Stage 7

Pre- and post-implementation assessment

If you feel your business is there or thereabouts, but you would value an independent view, we will conduct a verification visit to check that the processes you have in place are sufficient to meet the requirements and obligations of GDPR. This also gives you the chance to raise any issues you may have and get a specialist view.

On a more ongoing basis, we will be offering six monthly and twelve monthly post-implementation visits to evaluate how well controls and processes are working in practice and to assess plans and developments where these might be impacted by GDPR.

Stage 8

Provision of an outsourced service

Whether you require support with the function of the Data Protection Officer (DPO) or you simply need access to an external resource to support your business we can provide advice and assistance.