

## GDPR Remote Support Packages: Small Businesses 2019

### **Platinum** (*outsourced Data Protection Officer*)

*This package provides your organisation with a highly experienced Data Protection Officer, qualified in data protection law, giving you complete reassurance that your organisation will be fully supported throughout its journey to compliance and maintaining this thereafter.*

The Data Protection Officer will carry out the statutory tasks set out in article 39 of the GDPR. This will include **up to 50hrs** of the following activities:

#### **GDPR Assessment Audit**

- A comprehensive \*telephone interview will be conducted and an examination of documentation which evidences your organisation's practices.
- An observations report will be provided, giving you an overall assurance rating of either *high assurance*, *reasonable assurance* or *limited assurance* that your organisation is meeting its GDPR requirements.
- A personalised practical action plan will accompany the report, to address the areas that need improving to achieve full compliance. These actions are RAG rated and set in order of priority, to assist the organisation in prioritising the most pressing actions first.
- Regular telephone meetings will be held to check the progress of the actions and address any problems or issues.
- When all actions are completed, a follow-up report will be provided, showing the revised compliance assurance rating.

#### **Creation and maintenance of a comprehensive GDPR Toolkit.** *This includes:*

- GDPR awareness training material for all new and existing employees.
- GDPR compliant Data Protection Policy.
- Security guidance posters.
- Templates to investigate, log and report personal data breaches.
- Templates, checklists and guidance on managing GDPR requests.
- Templates and guidance on carrying out Data Protection Impact Assessments.
- Template Record of Processing Activities inventory.
- Checklist for writing compliant consent forms.
- Templates for assessing the compliance of your data processors.
- Template data protection and confidentiality clause for employment contracts.

\*An onsite audit may be available by separate negotiation

In addition, the **Platinum package** also offers the following further support:

- Regular scheduled calls to discuss queries, on-going compliance and legislation updates, including an action log following each meeting.
- Expert advice and problem-solving support throughout the year.
- Annual compliance reports for the senior management team.
- Advice and support when investigating and reporting personal data breaches to the Information Commissioner's Office (ICO) and data subjects.
- Advice and support when carrying out Data Protection Impact Assessments.
- Contact point for the ICO in the event of a personal data breach.
- Contact point for the public exercising their rights.

**£3,999** (plus VAT) – organisations with 5 or less employees

**£4,500** (plus VAT) – organisations with 6 to 15 employees

POA for organisations with more than 15 employees

## **Gold** (*core support*)

*This package offers great support to organisations who have a grasp of their data protection obligations, but perhaps lack the time, knowledge or expertise to fully assess their compliance needs or provide expert opinion on complex or delicate data protection matters.*

### **GDPR Assessment Audit**

- A comprehensive telephone interview will be conducted and an examination of documentation which evidences your organisation's practices.
- An observations report will be provided, giving you an overall assurance rating of either *high assurance*, *reasonable assurance* or *limited assurance* that your organisation is meeting its GDPR requirements.
- A personalised practical action plan will accompany the report, to address the areas that need improving to achieve full compliance. These actions are RAG rated and set in order of priority, to assist the organisation in prioritising the most pressing actions first.

### **GDPR Advice (telephone and email support)**

- Expert advice (up to 5hrs) for ad-hoc data protection matters

**£1,875** (plus VAT)

## **Silver** *(essential support)*

*This package is for organisations who would like training material, expert advice and support with their documentation.*

- GDPR awareness training material for all new and existing employees.
- Review of your data protection policy, consent forms and privacy notices (up to 2hrs).
- Expert advice for ad-hoc data protection matters (up to 3hrs).

**£900** (plus VAT)

## **Bronze** *(lite support)*

*This package is for organisations who have a good handle on their GDPR compliance but want quick access to expert advice to keep them on the right track.*

- Expert advice for ad-hoc data protection matters (up to 8hrs).

**£750** (plus VAT)

# **We'd love to hear from you!**

**Contact us for more information at:**

**Email:** [info@firebirdltd.co.uk](mailto:info@firebirdltd.co.uk)

**Website:** [www.firebirdltd.co.uk](http://www.firebirdltd.co.uk)