

GDPR

Helping you get compliant
before time runs out



The final countdown - are you prepared?

The General Data Protection Regulation (GDPR) will apply from 25 May 2018 and bring with it important changes to data protection laws which are mission critical for all businesses and organisations

It is essential that you know your responsibilities.

Why does compliance matter?

- Costly penalties! Under the GDPR, companies can be fined up to €20million or 4% of their global turnover (whichever is higher).
- Gathering and processing personal data is a critical activity for many organisations and is also necessary for the running of a business, for example in order to employ or engage staff.
- Failure to ensure security of personal data can severely damage a company's brand and influence consumer buying decisions.
- Compliance with the GDPR is an opportunity for organisations to better understand their data and use it in a smarter, more focused way.

Compliance with the GDPR will allow you to use personal data and continue to run your organisation without being at risk of a breach and fines.

What do the new measures mean for organisations?

- Increased accountability and governance will be required.
- Compliance is mandatory; steps will have to be taken.
- Organisations must be able to evidence compliance.
- The compliance requirements will differ for each organisation.

How we can help

Royds Withy King has a dedicated and comprehensive team which covers all aspects of the GDPR.

A 'one size fits all' approach is not appropriate for compliance with the GDPR, as the steps needed will depend upon the type of personal data you collect and for what purpose. With this in mind, our team assists with complying with your legal obligations, as well as develops practical risk-based solutions, which can be tailored to your organisation.

Cost certainty

Our GDPR retainer is designed to provide you with peace of mind knowing that our legal experts are on hand to help you with the implementation of the GDPR. Our retainers allow your business to spread the cost over monthly payments rather than a one-off invoice which makes financial management easier for your business

If you are looking for a personal service and certainty of costs, we offer various retainer options depending on your requirements.



"For the past three years, we have worked with Royds Withy King on a wide variety of complicated and very demanding commercial and personal legal matters. At all times, the advice given has been reassuring, practical and effective, enabling us to pass each hurdle with confidence."

James Robson, Director
Powerful Allies Ltd



"The team 'always aims to reach a solution for the client' with a 'really positive and collaborative approach'."

Legal 500 UK

We offer the following as standalone options or as part of a package:

GDPR "assessment" meeting

- 60-minute meeting, addressing the needs of your organisation, at your workplace or in our offices
- useful overview of the GDPR and your obligations from a commercial and operational perspective
- initial advice on the phased process of compliance, including any updates for procedures, processes, systems and policies
- providing you with an action plan, which outlines the critical practical steps you will need to implement prior to 25 May 2018.

Training

We offer bespoke training to suit your organisation's requirements. We are able to run interactive training sessions, whether on a one-to-one basis, at board-level meetings or within larger groups at workshops or in-house seminars.

We provide training on:

- the GDPR principles and compliance requirements
- the organisation's new internal procedures and systems
- reporting requirements your staff will have to adhere to
- dealing with Subject Access Requests
- data processing with third parties.

Data mapping exercise

- crucial exercise to assist you in mapping the personal data you have coming into, being used by and flowing out of your organisation
- necessary in order to identify steps you need to take to ensure compliance
- identification of the policies and procedures you will need based on the results of the data mapping.

Drafting, reviewing and amending documentation

- review your current policies and update where necessary
- draft new policies and procedures
- update employment contracts, handbooks and privacy notices
- review and update commercial and IT contracts
- draft privacy policies and data protection policies
- data processing agreements
- provide Data Protection Impact Assessment templates and a framework for the other decisions and processes which you will need to have in place in order to demonstrate compliance
- assess your Subject Access Requests procedure as appropriate.

Data Protection Officer (DPO) Services

From formal appointment as a Data Protection Officer (DPO) for your organisation to shadowing your DPO/data protection "lead" (DPL), we can tailor our services to your needs. If you are a public authority or engaged in large scale monitoring or processing, you will be required to appoint a DPO. Other organisations are nominating a data protection lead.

Our full DPO service would include monitoring, risk reporting, telephone hotline and advising on data protection compliance. We can also provide DPO/DPL masterclasses for your internal appointees and support them in their role with advice and training.

Our GDPR team

If you would like to discuss your compliance obligations and GDPR action plan, please contact one of the team members below or email gdpr.enquiries@roydswithyking.com



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