



GDPR COMPLIANCE FOR CORPORATE CLIENTS

The General Data Protection Regulation requires all organisations to demonstrate compliance with the data protection principles and to provide further information to data subjects about their processing activities. Getting up to speed and preparing for the new rules whilst running a business can be challenging. For our corporate clients, we would like to offer special rates to assist with the preparatory work.

What documentation is required?

The different documentation required can usefully be split into the four areas listed below.

Organisational policy and general compliance

- **Data protection policy** - an internal policy that sets out standards that all staff are required to meet to ensure data protection compliance by your organisation.
- **Record of Processing Activities** - Sets out a record of personal data processing by the organisation and its legal basis, to ensure accountability. Required for organisations that process sensitive personal data and organisations with 250 or more employees.
- **Document retention schedule** - sets out the length of time you will retain data for, by reference to the type of data concerned. This may be a part of the overall record of processing activities.

Handling data about employees and volunteers

- **Employee Handbook** - employee handbooks need to be updated to provide the additional “fair processing information” required to be given to employees under GDPR.
- **Employment contracts** - data protection wording in employment contracts needs to be reviewed to ensure compliance with GDPR.

Marketing to supporters

- **Privacy Policy/Fair Processing notice** - privacy policies are used to give “fair processing information” to individuals whose data you collect. The amount of information required to be given will increase significantly under GDPR, so privacy policy (or other forms of fair processing notice) need to be updated.
- **Marketing consents** - consent forms need to be reviewed to ensure that any consent obtained is valid under the GDPR.

Contracts with third parties

- **Data Protection clauses in contracts** - Whether you are appointing a data processor or you are yourself a data processor acting on behalf of a data controller, the wording in contracts which involve the processing of personal data by one party for another will need to be reviewed and updated to ensure compliance with GDPR.



By when is it required?

The General Data Protection Regulation comes into force on 25 May 2018. However, the sooner an organisation starts preparing, the better.

Why is this important?

The General Data Protection Regulation represents a significant shift in culture surrounding the treatment of personal data. The potential fines will increase to a maximum of 20 million Euro and breaches can result in bad publicity.

How much does it cost?

We offer the following rates to our corporate clients for preparing or updating the following documents:

Data Protection Policy	£850-£1,200 exc VAT fixed fee
Record of Processing Activities	10% discount on hourly rates. Fixed fee possible after initial consultation (consultation charged at discounted rate)
Data Retention Schedule	10% discount on hourly rates. Fixed fee possible after initial consultation (consultation charged at discounted rate)
Employee and Job Applicant Privacy Notices & Clauses for Contracts of Employment	£845 exc VAT fixed fee
Privacy Policy/Fair processing notice	£850 exc VAT fixed fee
Marketing consents	£250 exc VAT fixed fee to review (maximum of four different consent forms)
Data protection clause in contract	£300 exc VAT fixed fee

What if I want further advice?

We are happy to offer site visits, to join you in your internal meetings to advise and assist with the process of updating documentation and ensuring GDPR compliance generally. We are also happy to provide ad hoc advice and answer specific questions, chargeable at a 10 per cent discount to our hourly rates.

Find out more

Please contact us if you would like to find out more or request our assistance in relation to any of your GDPR requirements.



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