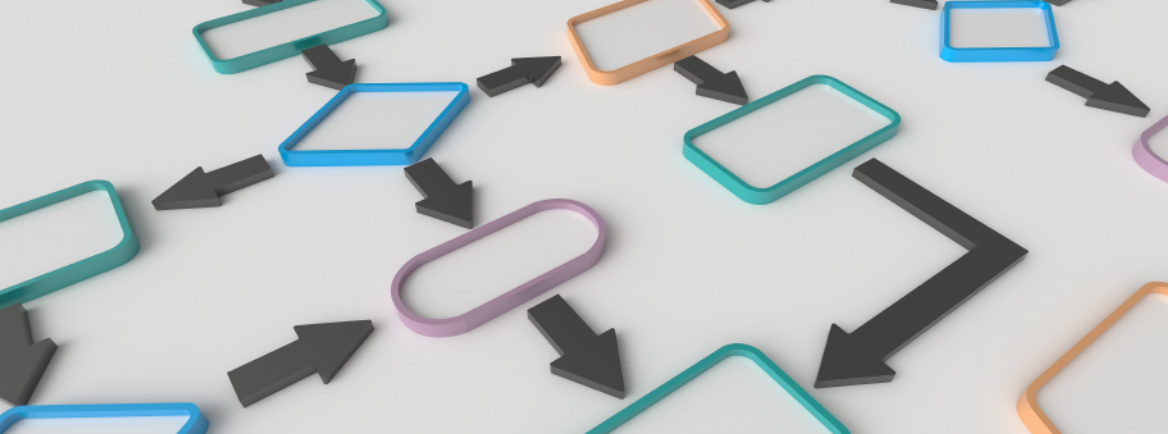




Data Protection & Information Governance Services

thorntons-law.co.uk



Data Protection & Information Governance Services at Thorntons

Comprising of legal and compliance experts, our team is well-equipped to provide pragmatic and strategic advice and support on compliance with data protection and information governance laws.

Data Protection
Officer Services



Data Protection
Impact Assessments



Gap Analysis & Data
Compliance Health Check



Drafting Policies
& Procedures



Expert Legal Advice on
Information Governance



Handling Data Subject Rights



Raising Awareness
& Training



Redaction Services





Ray D'Cruz

CEO, Performance Leader

Like many organisations we knew GDPR would have a significant effect on our business. We turned to Thorntons for help to update our business contracts and agreements. The team at Thorntons understood our business and international customer base. Their GDPR expertise and commercial awareness meant their approach was exactly what we wanted.



Hugh Darby

Director of Finance, James Hutton Institute

We have found Thorntons outsourced DPO service invaluable in helping us to ensure we establish and maintain appropriate controls and procedures around data protection.



Lucy Strachan

Head of Governance, Glasgow Caledonian University

We have found the DPO Services provided by Thorntons to be of a high, professional standard, and the flexibility of offering has been of great benefit to the University.



Niky Reid

Chief Executive, SPFL Trust

We have been extremely satisfied with the services provided to us by Thorntons in relation to GDPR over the last 12 months. Thorntons are committed to producing work to a high standard and are very efficient and prompt with their responses.



Data Protection Officer Services

Complying with GDPR can be time consuming and expensive for your organisation. Thorntons' DPO Service provides a reliable, fully outsourced, 365 days a year, conflict-free DPO service that is delivered by legal and compliance experts for a fixed monthly cost. We can provide the service on a part or full time basis, or you can even share a DPO with another organisation. The support covers the following key areas:

- ▶ Annual gap analysis
- ▶ Action plan/risk register and addressing identified risks
- ▶ Attendance at monthly data protection steering group
- ▶ Attendance at, and reporting to, board meetings
- ▶ Record of processing activities
- ▶ Data privacy impact assessments (DPIAs)
- ▶ Data subject access requests (SARs)
- ▶ Data security breaches including out of hours emergency contact
- ▶ Direct contact to legal and compliance experts to discuss data protection queries and projects
- ▶ Compliant policies, notices and registers
- ▶ Annual staff training
- ▶ Delivery of regular data protection training sessions and monthly blogs for key staff members.
- ▶ Point of contact for staff, ICO and public.

If you don't need an outsourced DPO but just need some monthly support, we can also support you in this way by offering a set amount of time each month for a fixed fee as agreed with you.



Gap Analysis/ Data Compliance Health Check



Undertaking a gap analysis/data compliance health check is a great way to assess your organisation's compliance levels with GDPR and other data focussed legislation. It allows you to assess critically what information your organisation processes as a whole and to identify any steps you need to take to become and stay compliant with GDPR and the Data Protection Act 2018.

Expert Legal Advice on Information Governance



At Thorntons, our team has expert knowledge of Information Governance legislation and good practice including the Freedom of Information (Scotland) Act 2002 (FOISA), Environmental Information (Scotland) Regulations 2004 (EIRs) as well as General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA2018). Accumulated over years, our team has in-depth experience in advising various types of organisations differing in size and sector in this legal space and provides tailored, common sense and practical support.

Raising Awareness & Training



It is important that you provide adequate training to your staff to ensure they have an appropriate level of knowledge of data protection and where appropriate other information governance laws e.g. FOI and how it impacts them. Knowledgeable staff can help protect the organisation's ability to handle data securely and appropriately.

Equip your colleagues with knowledge relevant to their roles through tailored training for your operating environment and sector. Our bespoke training will be designed specifically for your needs. Alternatively, take advantage of our general data protection training packages, covering data protection and key common issues e.g. marketing more broadly.

Data Protection Impact Assessments



Under GDPR, a data controller is required to carry out a DPIA when the anticipated processing of personal data is likely to result in a high risk to an individual's rights and freedoms. The practical situations where a DPIA is required are numerous and many organisations are choosing to undertake a DPIA as a matter of good practice, even where not strictly required.

DPIAs help you demonstrate accountability with data protection law, build trust with customers, clients, and staff, and can highlight potential problem areas before time and money is heavily invested. However for many organisations, undertaking a DPIA requires a level of support and expert knowledge that is not present. We can help support you to undertake a DPIA and ultimately minimise risk to data processing practices.

Drafting Policies and Procedures



We can review and, where appropriate, redraft any policies you use concerning the collection or processing of data within your organisation such as privacy notices, Data Processing Agreements, or internal policies for your staff.

Handling Data Subject Rights



Subject Access Requests (**SARs**) are one of the rights everyone has as a “data subject”, but locating and compiling all of the data relevant to these requests can often be time-intensive and inconvenient. Responding to the more uncommon data subject rights (e.g. the right to be forgotten) can also be time-consuming.

Allow Thorntons to support the handling of these enquiries and potentially reduce the administrative burden on your organisation quite significantly.

Redaction Services



When fulfilling a SAR or an FOI response, it is often necessary to redact certain information which you are not obliged to disclose. This could be to protect a third party or commercially sensitive information.

The process of redacting documents can be costly and time consuming. Often organisations undertake a manual redaction exercise, resulting in inaccuracies that can lead to complaints. Our Data Protection Team is available to support you with completing redaction exercises efficiently, in tandem with our wider service offering.

Data Protection & Information Security: Key Contacts

For advice or guidance on data protection compliance, or to enquire about any of the services listed in this document, get in touch with our legal and compliance experts today.



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