

Thorntons DPO Support Services

Thorntons can assist with fulfilling your DPO requirements in a way that suits you, ranging from our DPO Assist Package, which includes a basic and enhanced offering, to our comprehensive DPO Outsourced Package.

GDPR requirement: To inform and advise the organisation and its employees who carry out processing of their obligations pursuant to GDPR and applicable law.

How we deliver	DPO Assist (Basic)	DPO Assist (Enhanced)	DPO (Outsourced)
Base-level training to all key staff on GDPR and provision of learning/reference materials	✓	✓	✓
Six-monthly GDPR update training sessions for staff	✓	✓	✓
Provision of quarterly legal updates on GDPR and related data protection issues	✓	✓	✓
Invite for key members of staff to our Data Protection seminars	✓	✓	✓
Access to Thorntons GDPR Toolkit. <ul style="list-style-type: none"> • Checklist of information to be given to data subjects where data is received from data subject and • Checklist of information to be given to Data Subjects where data is received from third party • Checklist of information to be covered in supplier agreements • Checklist of information to be covered in Joint Controller agreements • Summary of what records must keep under GDPR • User-friendly guides on: <ul style="list-style-type: none"> • data protection considerations throughout the employment lifecycle for HR team • international transfers of personal data • marketing rules • rights of data subjects • when a Privacy Impact Assessment is required • Style Services Agreement (Controller to Processor) • Style Data Sharing Agreement (Controller to Controller) 	✓	✓	✓
Bespoke training to staff involved in large volumes of and/or high-risk personal data	x	✓	✓
Emergency out-of-hours contact for high-risk and emergency data processing issues e.g. data breaches	x	✓	✓
Provision of advice to staff on handling of complex data subject access requests	x	✓	✓
Advise and assist with dealing with security breaches	x	✓	✓
DPO Telephone Advice Line for quick queries	x	✓	✓
From consultation with organisation, inform it of any areas of GDPR non-compliance and provide recommendations on action	x	x	✓

GDPR requirement: To monitor compliance with GDPR, with applicable law and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits.

How we deliver	DPO Assist (Basic)	DPO Assist (Enhanced)	DPO (Outsourced)
<p>Recording, monitoring and evaluating key issues.</p> <p>For example, this covers:</p> <ul style="list-style-type: none"> • Ongoing compliance project including Treatment Plan for outstanding areas of non-compliance with GDPR • Risk register of high-risk data-processing activity • Register of known security breaches and action taken • Register of records which are required to be kept under GDPR • Organisation's Privacy Policy for Staff and any documentation sent to customers • Records of audits and related outcomes • Records of Privacy Impact Assessments (PIAs) 	x	✓	✓
<p>Assigning responsibility, with the organisation, to staff for regular GDPR compliance audits and informing of GDPR standards auditors ought to consider.</p> <p>Service includes:</p> <ul style="list-style-type: none"> • Overseeing that audits and training are completed regularly • Acting as second line of scrutiny to internal audits and oversee the implementation of any required remedial plan • Holding regular catch-up sessions with key senior members of staff to discuss any compliance issues <p>Report to Senior Management Team and Board of Directors at regular intervals and present in person at least once per year.</p>	x	x	✓

GDPR requirement: To provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant.

How we deliver	DPO Assist (Basic)	DPO Assist (Enhanced)	DPO (Outsourced)
Feed into and support organisations in-house team undertaking Privacy Impact Assessment (PIA).	x	✓	✓
Monitor performance of the PIA and advise whether its conclusions are compliant with GDPR.	x	x	✓
Where necessary, liaise with ICO regarding PIA.	x	x	✓

GDPR requirement: To cooperate with the ICO and act as the contact point for the ICO on issues relating to processing and to consult, where appropriate, with regard to any other matter.

How we deliver	DPO Assist (Basic)	DPO Assist (Enhanced)	DPO (Outsourced)
Liaising with ICO as and when required, including in relation to Privacy Impact Assessments (PIAs).	x	x	✓

How can Thorntons help?

To discuss how Thorntons can work with your organisation in creating and managing your DPO role, or for any other practical advice and support on GDPR please call us on **01382 229111**.

www.thorntons-law.co.uk/gdprlegaladvice

