

**YOU'RE
SAFE IN
OUR HANDS**



DATA PROTECTION LAW

**Outsourced expertise for data protection
and privacy compliance**



OUR VIRTUAL PRIVACY OFFICER OFFERING

By appointing Stephens Scown as your Virtual Privacy Officer (VPO), we'll be able to provide you with ongoing (12 month agreed term) guidance and support on privacy and data protection matters.

Our specialist data protection team will be available to assist and advise you on any issues or concerns, as well as help you be more proactive about your compliance for the future.

Our VPO offering comes in three packages:

- *VPO Light Package*
- *VPO Full Package*
- *VPO Bespoke Package*

Please see following pages for further information.

MEET THE TEAM



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WHY DO YOU NEED A PRIVACY OFFICER?

Our Virtual Privacy Officer service allows us to work alongside you and your company, giving you clear, practical and commercially considered advice to ensure you are up to date and compliant with your data protection requirements.

No matter the size of your company, the industry that you're in, or the information that you hold, all organisations should have someone who is responsible for privacy and data protection compliance, and is responsible for managing the control and processing of sensitive information for their company.

BENEFITS OF A VPO

Access to experts

We are fully informed about the latest in data protection and privacy, and can share these with your organisation.

We are experienced in operating at board level, helping in decision making, and sharing best practice.

Immediately available

You won't be left in the lurch due to holiday or sickness in your own team. We are available to support you with your privacy needs at the agreed notice period.

Upskill your team

We will help ensure that your staff understand and act on the latest changes in legislation.

We are able to provide advice and training to ensure your staff have the knowledge and confidence needed to maintain compliance.

Affordable and flexible

Outsourcing to us is a cost-effective solution. It means there are no additional costs for your organisation, saving on recruitment, overheads, training and holiday cover. Instead, straight out of the box, fully prepared, experienced support that provides direct results, making it much more efficient than hiring an in-house specialist.

Tailored to your needs

As not every sector, business, or privacy need is the same, we offer bespoke packages for our Virtual Privacy Officer service, tailored to your organisations specific size and needs.

Our Virtual Privacy Officer service can be a business-wide resource, or aimed at supporting a specific role, project or function.

VPO BESPOKE PACKAGE

We understand that some of our clients have already completed elements of the data protection compliance work required, and therefore may require a Bespoke VPO service.

The tables above provide an indication of services provided and understanding the work required can be discussed ahead of engagement.

Our costs for the BVPO package will be based on requirements. Cost and time estimates will be provided.

VPO LIGHT PACKAGE

We understand that some of our clients have an inherently lower risk and therefore may wish to have a reduced VPO service.

Tasks

Data breach support

What is included?

Direct support that will assist in decision making and actionable tasks.

Data subject access requests (DSAR's)

Direct support that will guide you through the DSARs process, and provide access to templates.

NB: some DSARs are very time consuming and complex, so because of this we are unable to provide full DSAR support within this package. We are able to provide full DSAR support as and when needed which would be costed separately.

Privacy impact assessments (PIA's) and legitimate interest assessments (LIA's)

PIAs and LIAs are regularly needed in most businesses when undertaking a new project or implementing new technologies that affect the processing of personal data. Templates and reviews of completed PIAs or LIAs form part of this support package.

Website review

We will conduct a desktop review of your website and ensure it is compliant with data protection and privacy requirements. We can provide you with advice and recommendations following this review.

Policies and procedures

Advising on the policies and procedures you need to ensure you are compliant. Each policy and procedure will be quoted for separately.

Ad-hoc privacy questions or concerns

Direct support within working hours up to an hour a month.

VPO FULL PACKAGE

The full VPO package will allow you to have a complete virtual privacy officer service with expert advice.

Tasks

What is included?

Data breach support

Direct telephone support that will assist in decision making and actionable tasks. Some administration support, including helping with data subject communications where needed.

Data subject access requests (DSAR's)

Direct telephone support that will guide you through the DSARs process, and provide access to templates.
NB: some DSARs are very time consuming and complex, so because of this we are unable to provide full DSAR support within this package. We are able to provide full DSAR support as and when needed which would be costed separately.

Privacy impact assessments (PIA's)

PIAs are regularly needed in most businesses when undertaking a new project or implementing new technologies that affect the processing of personal data. Templates and reviews of completed PIAs form part of this support package.

Identifying lawful basis

We can assess and define the correct lawful basis for each processing activity (via PIA's, as above). This will include conducting legitimate interest assessments (LIA's), which is a balancing test of your legitimate interest to process personal data and the rights and freedoms of any data subjects.

Website review

We will conduct a desktop review of your website and ensure it is compliant with data protection and privacy requirements. We can provide you with advice and recommendations following this review. We also be able to provide you with the required website policies as listed below.

Policies and procedures

Drafting bespoke policies and procedures for both internal and external use to ensure your compliance (depending on your business needs). The types of policies and procedures may include: privacy policy; internal privacy standard; internal data protection policy; email use policy; working from home policy; cookie policy; records retention policy; bring your own device (BYOD) policy; CCTV policy; data breach procedure; data subject access request procedure etc.

Physical PEN tests

Conducting physical 'PEN tests' to ensure the physical security of your building.

Acting as a contact for the ICO – registration, breaches, enquiries, complaints etc...

Acting as a point of contact between yourself and the Information Commissioner's Office on matters such as registration, data breaches, general enquiries, complaints etc.

Ad-hoc privacy questions or concerns

Direct support within working hours.

If you'd like to discuss how our Virtual Privacy Officer can help, please get in touch.

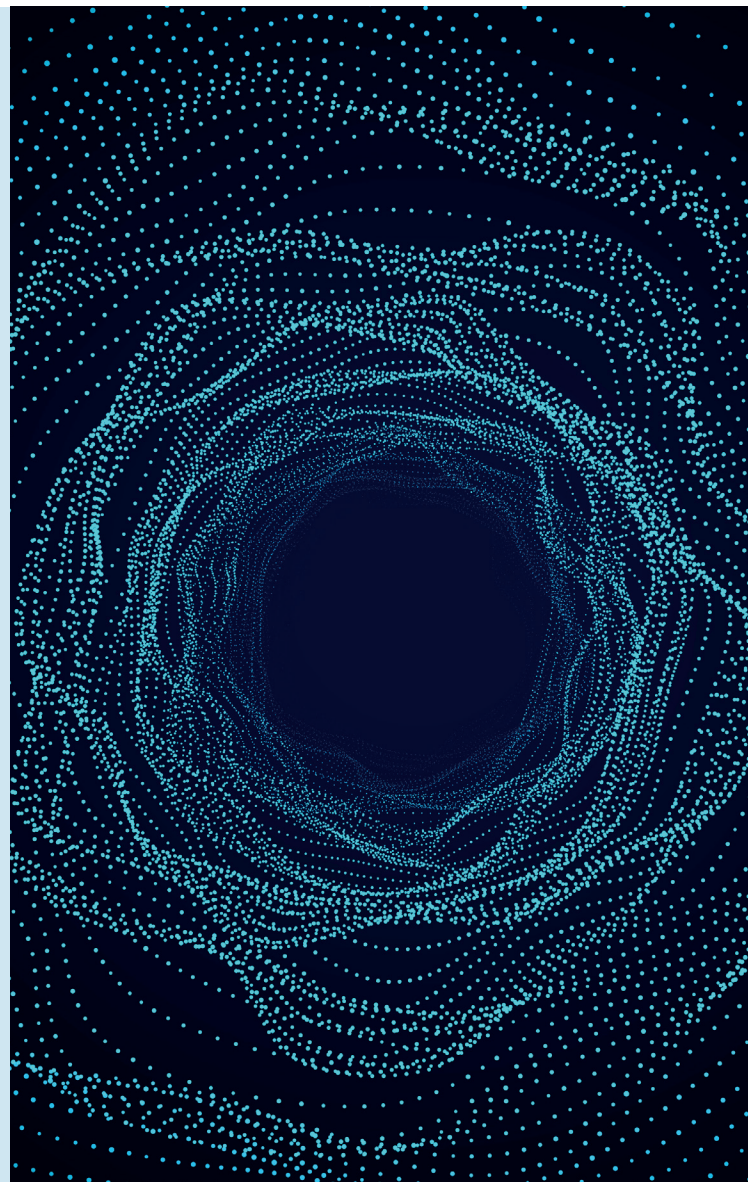
We have a range of fixed-fee solutions designed to offer a range of services from light touch support to completing the entire exercise.

Contact us

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Certified



Corporation



Proudly
employee
owned.

[www.stephens-scown.co.uk/business/
data-protection/virtual-privacy-offier/](http://www.stephens-scown.co.uk/business/data-protection/virtual-privacy-offier/)

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