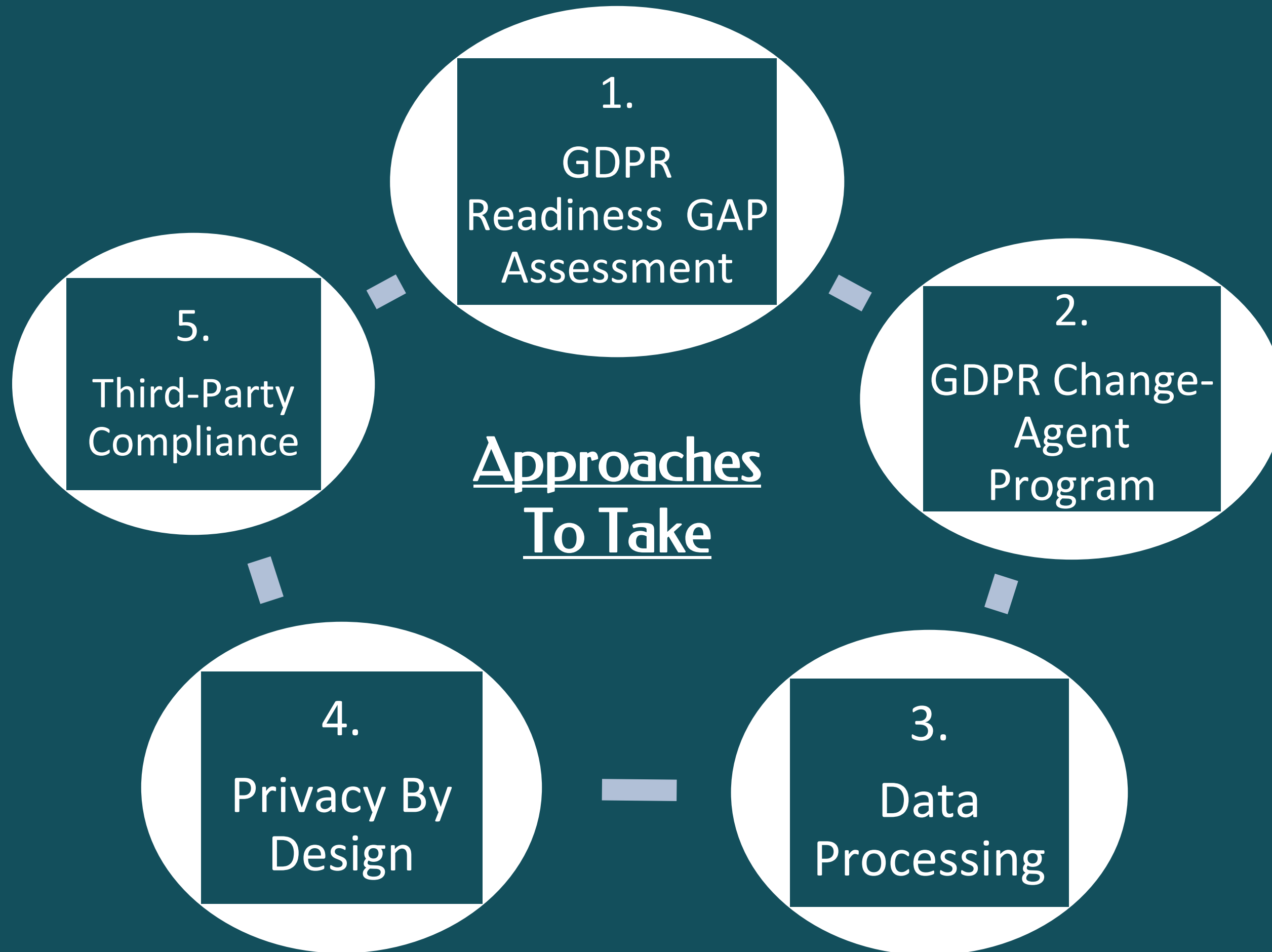

GENERAL DATA PROTECTION REGULATION (GDPR)





STEP WISE PLANNING TO BE GDPR COMPLIANT

01

GAP Analysis – Identifying each GAP at the organization Level

02

Impact assessment–
Analysing each impact of
the identified gaps

03

Legal Audit and Analysis

04

Data Protection Strategy

05

Mapping current privacy laws v/s
Proposed risk mitigation policy
under defined strategy.

06

Identifying the change
responsibility personnel apart from
the 3rd party consultants

07

Implementation

BASIC MANDATORY DOCUMENTATION

DOCUMENT	ARTICLE
1. Personal Data Protection Policy	[Article 24(2)]
2. Privacy Notice	[Articles 12, 13 and 14]
3. Employee Privacy Notice	[Articles 12, 13 and 14]
4. Website Privacy Notice	[Articles 12 and 13]
5. Data Retention Policy	[Articles 5(1)(e), 13(1), 17, 30]
6. Cooking Policy	[Articles 12 and 13]
7. Inventory of Processing Activities	[Article 30]
8. Data Subject Consent Form	[Articles 6(1)(a), 7(1), 9(2)]
9. Data Subject Consent Withdrawal Form	[Article 7(3)]
10. Parental Consent Form	[Article 8]

DOCUMENT	ARTICLE
11. Parental Consent Withdrawal Form	[Article 8]
12. DPIA Register	[Article 35]
13. Standard Contractual Clauses for the Transfer of Personal Data to Controllers	[Article 46(5)]
14. Standard Contractual Clauses for the Transfer of Personal Data to Processors	[Article 46(5)]
15. Supplier Data Processing Agreement	[Articles 28, 32, 82]
16. Data Breach Response and Notification Procedure	[Articles 4(12), 33, 34]
17. Data Breach Notification Form to the Supervisory Authority	[Article 33]
18. Data Breach Notification Form to Data Subjects	[Article 34]

PREMIUM DOCUMENTATION

DOCUMENT	ARTICLE
1. EU GDPR Readiness Assessment	N/A
2. Project Plan for Complying with the EU GDPR	N/A
3. Employee Personal Data Protection Policy	[Article 24(2)]
4. Guidelines for Data Inventory and Processing Activities Mapping	[Article 30]
5. Data Subject Access Request Procedure	[Articles 7(3), 15 ,16, 17, 18, 20, 21, 22]
6. Data Subject Access Request Form	[Articles 15]
7. Data Subject Disclosure Form	[Article 15]
8. Processor GDPR Compliance Questionnaire	[Article 46(5)]
9. Data Subject Consent Withdrawal Form	[Article 7(3)]

DOCUMENT	ARTICLE
10. . IT Security Policy	[Article 32]
11. Access Control Policy	[Article 32]
12. Clear Desk and Clear Screen Policy	[Article 32]
13. Anonymization and Pseudonymization Policy	[Article 32]
14. Policy on the Use of Encryption	[Articles 32]
15. Disaster Recovery Plan	[Articles32]
16. Internal Audit Procedure	[Article 32]
17. ISO 27001 Internal Audit Checklist	[Article 2]



Due Diligence



Risk assessment



Contract Analysis



Compliances

Key Activities

- Due diligence of existing contractual relationships and modes of data transfer.
- Document the type of personal data, purpose of processing, third countries involved including for sub processing, mechanisms of data transfer .

- Determine whether existing mechanisms/tools of data transfer are sufficient
- Determine supplementary measures, privacy controls
- Prioritization of high risk/impacted contracts

- Execute new SCCs for international data transfers covering:
 - Additional rights to suspend or terminate transfer
 - Disclosure obligations of parties
 - Legal and regulatory amendments
- Evaluate contractual arrangements with sub-processors and changes required

- Implementation of GDPR clauses in the existing contractual relationships and execute updated clauses
- Share finalized contracts with suppliers/vendors and take them towards execution.

Outcomes

- Identify data transfer mechanisms, countries involved and impacted contracts.

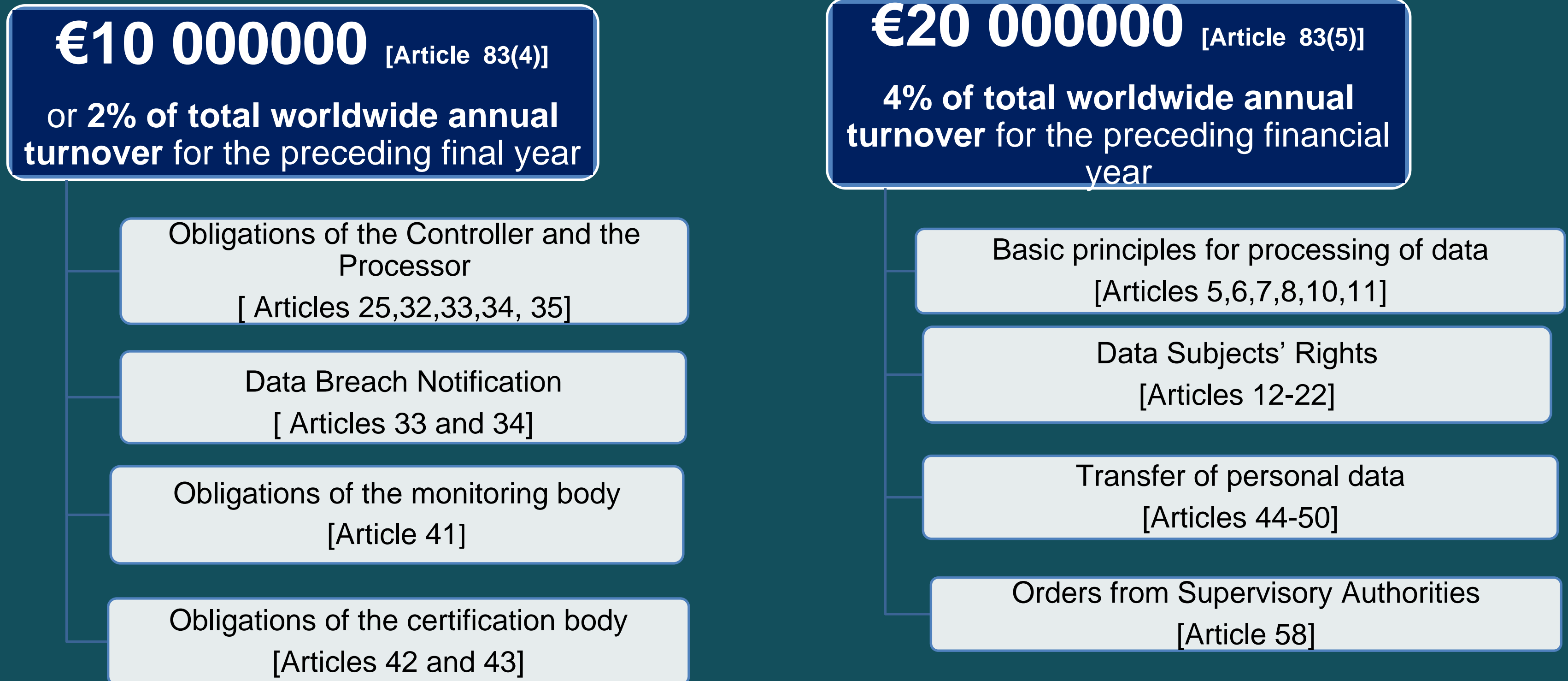
- Identify high risk contracts and action required
- Identify Supplementary measures and additional controls for data transfer

- Updates / Supplements to existing Data Processing Agreements (DPAs) or Data Transfer Agreements (DTAs)

- GDPR compliant organization

PENALTIES UNDER GDPR

Article 83 states two levels of fines that organizations can face if they fail to prove compliance with GDPR. The levels are primarily on which requirement was violated.



OUR SERVICES

We are compliant with the data regulation policies and we provide our expertise in the GDPR. Salot and Shah Associates renders the following activities.

1. Legal GAP Analysis/Compliances.
2. Vetting exist documents and making it GDPD Compliance documents in line with (SCC).
3. Now GDPR Compliances documents drafting executed by an organisation, supplier, vender ,client's,employee ,third parties.
4. DPA , concern mechanism,related drafts ,data related forms, privacy policy, terms and conditions,disclaimer,cookies policy etc...
5. Internal report related data privacy compliance from GDPR Perspective
6. Advisory services (on going retainership basis).

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