

# GDPR Ready Support Pack

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**As you'll be aware by now, The EU General Data Protection Regulation (GDPR) came into force on 25th May 2018, bringing stronger, risk-based and more consistent legislation.**

Our industry-leading support pack, used under licence, has benefited hundreds of organisations get GDPR ready, from government departments and the NHS, through to schools, charities and countless SME's.

The pack combines mandatory and useful GDPR policies, procedures, checklists and templates, with supporting documents for complaint handling, risk management, audits and monitoring, information security and more.

***"A data mapping exercise is essential to gain an understanding of how your organisation will be able to comply with the GDPR requirements."***

Delivered by email, our documents are customisable, to compliment any business. The packs are available fully branded, come with free upgrades and are provided alongside support from our GDPR team.

Our experience has shown that many organisations are able to tackle the basics of GDPR by themselves. However, typically, there are a number of questions that arise on the journey to compliance.

**"I am not sure whether our legal basis for processing is 'Legitimate interest' or 'Consent'."**

**"Do I have to stop emailing marketing after 25th May?"**

**"What do I need to do when I am at a trade show?"**

**"What about the accountants that process my payroll?"**

**"How do I record GDPR information within my CRM?"**

This pack will answer your questions and provide you with the support, facts and confidence needed to make sure your business complies.



## Customisation Requirements

Our GDPR documents come with extensive ready-to-use content that has been written by experts based on the GDPR requirements, the ICO and WP29 guidance and opinions and the current draft of the UK's Data Protection Bill.

However, data protection is not 'one-size fits all', and all the documents are customisable to suit your needs. Customising your documents is essential where you need to specify how your business complies with the GDPR and associated requirements.

Our support pack makes it simple and easy to map out what exact data processing measures and controls you have in place and ensures that all your obligatory documentation requirements are met and maintained.

***"General Data Protection Regulation (GDPR) is a positive change for businesses and people; it is essential that you are ready and comply."***

We are happy to offer advice and guidance but if you are unsure of your regulatory or legal obligations or require more intensive help with ensuring compliance; you should seek additional professional or legal advice. We are not lawyers and this area of law is so new that its interpretation and application to business is still untested as, of course, there have not yet been any cases brought to court with regard to GDPR.

# GDPR Ready Support Pack



## Pricing Options

GDPR Documentation Toolkit (generic unbranded kit) £750

GDPR Documentation Toolkit (branded with your logo, key details) £899

This includes the GDPR Staff Training package and 60 minutes' worth of consulting time by email and/or phone. Please note that our GDPR kit does not simply include GDPR documentation, we also include an Information Security Program\* which some vendors charge separately as part of an ISO 27001 kit which makes the cost higher.

Further blocks of GDPR consulting time cost £100 per 60 minutes.

If you'd like a fully project-managed GDPR readiness implementation then we will conduct a scoping workshop with you and quote according to the findings of the workshop on a bespoke basis.

## Documents Included

If you'd like to see some samples please enquire and we'll email them over to you.

- GDPR Implementation Project Plan
- Basic GDPR Guidance Document
- Data Protection Policy & Procedure
- Data Retention & Erasure Policy
- Data Breach Policy & Incident Form
- International Data Transfer Procedures
- Subject Access Request Procedures
- Privacy Notice & Consent Template
- Subject Access Request Form
- Information Audit Template
- Response Templates for Access Requests
- DPO Responsibilities
- Privacy Notice Register
- GDPR Compliance Statement Template
- Processor Agreement Template
- Processor Notification Letter
- Record of Processing Activities Register
- 140+ Question GDPR Compliance Checklist
- Data Protection Impact Assessment (DPIA) Procedures
- DPIA Excel Templates
- Dual-Paper Employee Q&A's

- Information Security Program:
  - Information Security Policy
  - Remote Access & BYOD Policy
  - Asset Management Policy
  - IAR Template
  - Encryptions & Passwords
  - Access Control Policy
  - Clear Desk Policy
- Complaint Handling Policy & Procedures
- Complaint Form, Register & Response Letter Templates
- Risk Management Policy, Procedures & Register
- Staff Training Policy & Record Templates
- Complaint Handling & Information Security Checklists
- Outsourcing Policy & Procedures
- Due Diligence Questionnaire
- Internal Audit Policy & Procedures
- Business Continuity Plan Template
- Meeting Agenda & Minutes Template

**For more information on training, pricing or documents included please get in touch.**