



GDPR Compliance Manual

Help for busy, growing businesses
to tackle GDPR regulations

Phoenix Project Solutions, have launched a comprehensive GDPR Compliance Manual aimed at helping busy, growing businesses navigate the complexities of becoming GDPR compliant ensuring that all key areas are covered.

The manual, which has been reviewed by the GDPR Compliance Team of Hampshire-based regional law firm, Paris Smith LLP, includes a detailed reference section, project plan, overviews and points to consider as well as template policies, procedures, standard letters and a Third Party Supplier Agreement that can all be tailored to your company.*

The aim of the manual is not only to walk a company through becoming compliant but, ensure that any problem areas around personal data protection are highlighted and can be remedied. The GDPR contains substantial fines for failing to comply with its requirements including fines of up to 20 million Euros or 4% of your total worldwide annual turnover, whichever is higher.

Becoming compliant with the GDPR regulation is not only a legal requirement but can also be a hugely positive exercise for any business to go through. It is an opportunity for many businesses to save time and money as well as protecting their customers, suppliers, staff and in turn their business.

So often, over time, systems become unwealdy and less time efficient. Data held becomes old or redundant without our realising and perhaps duplicated across departments. Companies can find themselves paying for more storage space either physical or data space unnecessarily and contracts with suppliers are not providing the protection for your organisation and the data you hold as you assume they are.

Working through the exercise of becoming fully GDPR compliant gives the opportunity to make positive changes if they are needed which will all be to the benefit of any Company, the staff and potentially the bottom line as well as reducing your exposure to potentially substantial fines. There are only positives.



**The documents contained in the manual do not constitute legal advice, they are provided as guidance only.*



It may be that a Company is operating in a fully compliant manner already but that nothing is formalised. However, every company must be able to clearly demonstrate what information they hold, why they hold it, who has access to it, how it is secured and where it is kept. It is essential that this information is clearly messaged to clients, suppliers and staff as well as making them aware of their own rights.

The GDPR implementation date of 25th May 2018 has passed, GDPR Compliance is mandatory for all companies no matter how large or small and some companies are understandably rather worried or simply lost in terms of a place to start or how to really integrate these new rules into their business. However, GDPR Compliance is not just a one-off matter. It is essential to ensure that compliance is woven through any business process involving the collection, holding or processing of personal data from clients, suppliers and staff - thus future proofing a company. The Phoenix Compliance Manual aims to support exactly that.

How many positives to GDPR Compliance are there?

- An opportunity to communicate with customers
- A clean, active and engaged database
- Improved reputation with customers and staff leading to greater confidence
- Enhanced data security
- Reduced storage costs - physical or data
- Better alignment of your business with evolving technology
- Internal reviews will inevitably lead to streamlining systems, saving time or duplication between departments
- Stronger collaboration across business units/teams
- Opportunity for training with staff and review/implementation of clear policies and procedures that ultimately guide them and protect your business
- Company protected against ICO fines and individuals suing for breach of data

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Making changes to existing processes and systems can seem daunting, but embracing change is usually a most positive experience... let Phoenix help you to do just that.

In practical terms the manual comes as a project folder along with password access to the Phoenix website for every document and template for tailoring. In brief the folder contains:

Foreword; Project Plan; GDPR Overview for Business Owners; Key GDPR Highlights; Overviews/points to consider for

subsequent sections; Reference section drawn from: ICO; ACAS and National Cyber Security Centre.**

Sections:

- Data Protection
- Lawful Bases
(inc all templates forms for internal reviews required and a Third Party Supplier Processor Agreement)
- Policies and Procedures, all templates covering:
 - General
 - Consent - customers, suppliers and staff
 - Staff
- Data Breach of Privacy

If you would like to know more or to see a full list of the contents you can visit our website at www.phoenixps.co.uk or contact Lara Bull on lara@phoenixps.co.uk / **07776 236371**

Manual price: £1000

What is included: GDPR Manual, project start handover meeting and all template documents.

Additional Support if required:

£2,500 Phoenix to undertake review of all client forms capturing personal data, prepare all policies and procedures for an entity and guide the designated Compliance team member.

Clients would still need to undertake the key internal reviews and "Consent" engagement themselves.

£500 the equivalent of up to 1 day of telephone and email support and/or mid project meeting.

£250 pa to retain password access to the site and receive any updates on the regulation or updated templates if any changes require this. Payable annually by DD or SO.

£500 option for Phoenix to undertake an audit review with client one full year post GDPR compliance implementation.

All prices quoted are not of VAT

The GDPR Compliance Manual and any support is a product offered by Phoenix Project Solutions Ltd. **Other Phoenix consultancy services include:** Change implementation • Research and development • Property related project delivery

