



# **UK GDPR:** our data protection products

See our product table overleaf and contact us today to discuss how we can assist your business to ensure you have all procedures, policies and paperwork in order.

wilkin chapman llp  
solicitors

## Our services and package levels:

	Basic package Fixed Fee for all documents. Specific policies can be purchased on individual basis	Enhanced package Fixed Fee for all documents. Specific policies can be purchased on individual basis	Pay as you go
<b>General data protection</b> <p>The UK GDPR and Data Protection Act 2018 has significantly changed how businesses should collect, store and process personal data. Our general guidance document will provide an overview of the key considerations organisations should take in their journey towards compliance.</p> <p>This will include general guidance on data audits, which should be undertaken as a starting point.</p>	<ul style="list-style-type: none"> <li>General guidance document</li> </ul>	<ul style="list-style-type: none"> <li>General guidance document</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and support on carrying out data audit</li> </ul>
<b>Data protection policy</b> <p>The UK GDPR requires organisations to implement appropriate policies and procedures which outline their approach to protecting personal data.</p>	<ul style="list-style-type: none"> <li>Template data protection policy</li> </ul>	<ul style="list-style-type: none"> <li>Template data protection policy</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template data protection policy and tailoring for your specific business needs</li> <li>Review/amend existing data protection policy</li> </ul>
<b>Privacy notices</b> <p>Transparency is a key principle of the UK GDPR and requires you to provide data subjects with certain information (privacy notices) about the manner in which you use their personal data.</p>	<ul style="list-style-type: none"> <li>Template employee, worker, contractor privacy notice</li> <li>Template candidate privacy notice</li> </ul>	<ul style="list-style-type: none"> <li>Template employee, worker, contractor privacy notice</li> <li>Template candidate privacy notice</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template privacy notices and tailoring for your specific business needs</li> <li>Review/amend existing privacy notices</li> <li>Review existing standard employment contract</li> </ul>
<b>Data protection impact assessments</b> <p>The UK GDPR requires you to conduct a data protection impact assessment if processing is likely to result in a high risk to the rights and freedoms of individuals.</p>	<ul style="list-style-type: none"> <li>Template data protection impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>Template data protection impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>Bespoke data protection impact assessments (including CCTV)</li> <li>Support carrying out data protection impact assessment</li> <li>Support completing template data protection impact assessment and tailoring for your specific business needs</li> <li>Support carrying out legitimate interest assessments</li> </ul>
<b>Document retention</b> <p>The UK GDPR provides that personal data should be kept for no longer than necessary. Consideration will need to be given as to how long you need to keep certain information.</p>	<ul style="list-style-type: none"> <li>Template retention policy (employment records)</li> </ul>	<ul style="list-style-type: none"> <li>Template retention policy (employment records)</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template retention policy and tailoring for your specific business needs</li> <li>Review/amend existing retention policy</li> <li>Advice on specific retention periods</li> <li>Draft bespoke externally facing (supplier/customer) retention policy</li> </ul>
<b>Data breaches</b> <p>It is now mandatory under the UK GDPR to report certain data breaches within 72 hours. We can help you prepare for breach incidents.</p>	<ul style="list-style-type: none"> <li>Template data breach incident plan</li> </ul>	<ul style="list-style-type: none"> <li>Template data breach incident plan</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template data breach incident plan and tailoring to your specific business needs</li> <li>Review current data breach procedures</li> </ul>
<b>Data subject requests</b> <p>An individual's right to request certain information and action regarding personal data has now been extended under the UK GDPR.</p>	<ul style="list-style-type: none"> <li>Template data subject requests policy</li> </ul>	<ul style="list-style-type: none"> <li>Template data subject requests policy</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template data subject requests policy and tailoring for your specific business needs</li> <li>Advice on specific data subject requests</li> </ul>
<b>Website</b> <p>An organisation's website is typically an area through which they will process data. Various documentation will therefore need to be in place to ensure that necessary information is provided.</p>		<ul style="list-style-type: none"> <li>Template website privacy policy</li> <li>Template website cookie policy</li> <li>Template website terms of use</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template website privacy policy and tailoring for your specific business needs</li> <li>Review/amend existing website privacy policy</li> <li>Support completing template cookies policy and tailoring for your specific business needs</li> <li>Review/amend existing cookies policy</li> <li>Support completing template website terms of use and tailoring for your specific business needs</li> <li>Review/amend existing website terms of use</li> <li>Draft bespoke website terms and conditions</li> <li>Review/amend existing website terms and conditions</li> </ul>
<b>Data processing agreements</b> <p>If you use third parties to process personal data on your behalf (e.g. payroll) you will need to have a written agreement in place which contains certain information (as required by the UK GDPR) about how that data will be processed.</p>		<ul style="list-style-type: none"> <li>Template data processing agreement (Controller to Processor)</li> <li>Template data processing clauses (Controller to Processor)</li> <li>Template data sharing clauses (Controller to Controller)</li> </ul>	<ul style="list-style-type: none"> <li>Support completing template data processing/sharing agreements</li> <li>Review/amend existing supplier/customer agreements</li> <li>Review/amend existing terms and conditions in relation to data protection provisions</li> <li>Draft bespoke terms and conditions</li> </ul>
<b>Data protection officers</b> <p>The UK GDPR requires certain organisations to have a Data Protection Officer. This individual will have certain rights and responsibilities regarding data protection compliance.</p>			<ul style="list-style-type: none"> <li>Data protection officer training</li> <li>Advising data protection officers/support line</li> </ul>
<b>Marketing</b> <p>The UK GDPR has raised the bar on the level of consent required to enable an organisation to directly market to consumers.</p>			<ul style="list-style-type: none"> <li>Advice on marketing practices and procedures in relation to data protection law</li> </ul>

## Additional services

Organisations should ensure that relevant staff throughout the business receive appropriate training in order to promote data protection awareness throughout the business.

### On-site UK GDPR training (general)

A one hour overview of the UK GDPR regulations and measures businesses should put in place to ensure compliance, including:

- An introduction to the UK GDPR and Data Protection Act 2018
- How the UK GDPR will directly affect HR and operational processes
- Practical workflows for the UK GDPR compliance
- Detecting and dealing with breaches

### On-site UK GDPR training (bespoke)

Prior consultation meeting to review the UK GDPR training required by your organisation and preparing and delivering a tailored presentation to staff with reference to your policies and procedures.

## To find out more

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If you would like to find out more about how our UK GDPR products can work for you please contact:

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