Data Protection Officer As A Service

Tamite Secure I.T. Limited

30 Washington Road

Haywards Heath

West Sussex

RH16 3HH

Telephone: 0800 088 2701

Email: info@tamitesecureit.com

Web: www.tamitesecureit.com

LEGALLY, A DATA PROTECTION OFFICER (DPO) MUST:

1. Operate at arms-length, independent of core business activities. As such, the DPO must be separate from senior management positions (such as chief executive, chief operating, chief financial, chief medical officer, head of marketing department, head of Human Resources or head of IT departments) and independent from other roles lower down in the organisational structure, if those roles lead to the "determination of purposes and means of processing".
2. Engage directly with the Board or highest level of management.
3. Be appropriately skilled, including knowledge of legislation, the sector, the organisation, processing operations, IT and data security, with an ability to promote a strong data protection culture across the organisation.
4. Be sufficiently engaged by the organisation in its business activities.
5. Be provided with sufficient resource.

ONCE POSITIONED, THE DPO'S KEY TASKS INCLUDE:

- Making the organisation aware of their data protection obligations.
- Advising on Data Protection Impact Assessments.
- Monitoring the performance of data protection controls.
- Liaising with the regulator (ICO) and Data Subjects.

Given these special requirements, many organisations are outsourcing the DPO role. This helps to achieve the necessary mix of independence, skillset and business value. The decision to outsource the DPO services is specifically identified as an option in the GDPR.

UNDER ARTICLE 39(1), THE MAIN TASKS AND ACTIVITIES TO BE PERFORMED BY THE DPO ARE:

- to inform and advise the controller or the processor and the employees who carry out processing of their obligations under GDPR and other applicable EU laws and regulations;
- to monitor compliance with GDPR, etc., and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
- to provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35;
- to cooperate with the supervisory authority; and
- to act as the contact point for the supervisory authority on issues relating to processing etc.

Once the required level of service is established, we provide highly experienced data protection practitioners, working on a part-time basis for each client, to fulfil the necessary legal obligations. We are always very conscious of the need for the DPO to be closely integrated with client teams, so spend time both onsite and remotely, to ensure the business requirements are well understood and delivered.

THE TAMITE SECURE I.T. LTD DPO AS A SERVICE:

- Takes over the role of the Data Protection Officer in an organisation in line with GDPR requirements
- Serves as an independent expert inside an organisation
- Deals with privacy and data protection issues and offers internal advice
- Trains staff on data protection matters and raises privacy awareness
- Helps with GDPR compliance
- Conducts all relevant communications with the Data Protection Authorities
- Aids or deals with customer communications on privacy and data protection matters.
- Mitigates privacy risks
- Defines data request processes

Additionally, Tamite Secure I.T. DPO can offer other services upon customer's request:

- Conducting an Audit
- Managing all data subject access requests
- Managing Data Breech responses
- Conducting a required Privacy Impact Assessment

REFERENCE DOCUMENTS

- GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
- UK Data Protection Act May 2018
- other local laws and regulations
- Article 39(1) GDPR Regulation

BENEFITS

- Cost-efficient and effortless privacy and data protection solution
- Permanently available partner in privacy and data protection
- Compliance with the GDPR's DPO requirements
- Constant access to Privacy Professionals

THE TAMITE SECURE I.T. DPO AS A SERVICE OPTIONS

THE MONTHLY CONSULTATION ALLOWANCE INCLUDES THE FOLLOWING TAILORED SERVICES:

Levels	**Small**	**Medium**	**Large**
Employees - up to	20	50	150
Hours of consultations per month	3	5	8
Basic services built into the monthly cost			
Review and advise on privacy policies, procedures and documentation	✓	✓	✓
Oversee the establishment and maintenance of the personal data processing register	✓	✓	✓
Provide direction and facilitate GDPR awareness training and the training of staff involved in data processing operations	✓	✓	✓
Review adequacy of third-party contracts	✓	✓	✓
Provide Data Subject Access Process	✓	✓	✓
Monthly report for senior management to ensure corporate governance of the Regulation	✓	✓	✓
Provision of managed Software tool.	✓	✓	✓
Review IT Security Policy	✓	✓	✓
Interface with the Information Commissioner's Office or other supervisory authority for all data protection issues.	✓	✓	✓
Support readiness for GDPR and ongoing compliance.	✓		
Advise on the necessity of a data protection impact assessment (DPIA), the manner of its implementation and outcomes.	✓	✓	✓

Additional Services Based on hourly consultancy rate or fixed rate contract

- Manage subject access requests.
- Assist in the management and remediation of data breaches
- Conduct data breach crisis management exercises.
- Monitor compliance with the GDPR, including conducting an annual on-site audit with report (Audit is a billable Extra 2 days Consultancy)
- GDPR Software Tools