DATA AUDIT AND RISK ASSESSMENT: HOW IT WORKS

1. **YOU NEED TO COMPLETE A SELF-ASSESSMENT FORM AND 'DATA MAP'**
    on your current policies and procedures and provide us with any relevant documentation.

2. **WE MEET WITH YOUR KEY REPRESENTATIVES**
    to review your responses in more detail.

3. **WE SUPPLY YOU WITH A SUMMARY**
    of the meeting for further input.

4. **WE MEET WITH YOU AGAIN**
    to discuss any queries and agree the next steps.

5. **WE CAN INTRODUCE YOU TO A RANGE OF SERVICE PROVIDERS**
    if you need help with data mapping. If an IT security assessment is required, a suitable external consultant should be engaged.

6. **IF REQUIRED WE CAN PRODUCE AN AUDIT AND RISK ASSESSMENT REPORT,**
    including a list of graded and prioritised recommendations.

7. **WE PROVIDE A TIME-TABLE AND QUOTE FOR THE NEXT STEPS –**
    usually drafting and reviewing your documentation.

8. **WE WILL WORK YOU THROUGH THE IMPLEMENTATION PROCESS,**
    with regular reviews.

9. **WE CAN WORK WITH YOU ON AN ONGOING BASIS,**
    dealing with Data Subject Access Requests, responding to a data breach or an ICO investigation.

10. **WE CAN ALSO PROVIDE TRAINING FOR STAFF AND / OR MANAGEMENT.**

FOR FURTHER INFORMATION PLEASE CONTACT OUR DATA PROTECTION TEAM
COMPLY@COLLYERBRISTOW.COM OR **+44 20 7242 7363**