



**TRADED
SERVICE**

**DATA
PROTECTION
OFFICER**

OVERVIEW

Article 37 of the General Data Protection Regulation (GDPR) states:

The controller and the processor shall designate a data protection officer (DPO) in any case where:

- The processing is carried out by a public authority or body, except for courts acting in their judicial capacity
- The core activities of the controller or processor consist of processing operations which, by virtue of their nature, their scope and/or their purposes, require regular and systematic monitoring of data subjects on a large scale
- The core activities of the controller or processor consist of processing on a large scale of special categories of data pursuant to Article 9 or personal data relating to criminal convictions and offences referred to in Article 10

OUR COMMITMENT TO YOU

- Agree a mutually convenient date and time for the annual audits and training to take place
- Provide sufficient information to comply with any SAR
- Provide draft annual GDPR audit report within three weeks of audit visit

YOUR COMMITMENT TO US

- Agree a mutually convenient date and time for the annual audit and training to take place
- Provide sufficient information to comply with any SAR
- Provide responses to service provider GDPR annual audit findings

23-24

WHAT OUR CLIENTS SAY

“Having a comprehensive GDPR audit carried out has been very beneficial to our organisation. We chose to have an on-site audit and walking around the premises with Sheryl from Shard Business Services and having discussions on good practice and ways in which we can improve, where in a lot of cases making simple changes could make all the difference, was very helpful.

As part of the audit we also received a report of findings and an action plan which we will be using going forward to improve and fine tune how we manage GDPR in our organisation. We received a very good service and would definitely utilise this again’.

Viridis Schools Federation

**"EXTREMELY
KNOWLEDGEABLE,
HIGHLY PROFESSIONAL
AND EXCEPTIONALLY
RELIABLE"**

SERVICE SCOPE

DATA MANAGEMENT

- Provide advice and guidance on GDPR compliance
- Create and provide a data asset register
- Provide a Data Impact Assessment template
- Advise on the completion of Data Impact Assessments
- Provide a variety of GDPR templates, including a model records management policy and retention periods

CYBER SECURITY

- Provide regular cyber security updates for organisations
- Provide best practice advice and guidance

LIASION

- Work with organisations on managing Subject Access Requests (SARs)
- Conduct an investigation of data breaches on behalf of the organisation
- Work with the organisation on reporting data breaches where appropriate
- Provide organisations with actions taken on each data breach report, and to inform next steps
- Annual GDPR update

COMPLINACE & TRAINING

- GDPR report outlining key findings including areas of good practice and recommendations to improve practice
- Provide staff and governor training
- Work with organisations on developing fit for purpose policies and procedures
- Access to online training material for as staff and governors
- Biannual GDPR report to governors on any incidents and updates
- Access to Shard Business Services Learning Platform

ABOUT US

Quality Results

We take great pride in providing quality business services at a price you can afford!

Expertise

Our expertise includes strategic financial management, benchmarking, resource management, data protection, business management and internal scrutiny.

Innovation

Our aim is to help leaders learn to succeed today. With an approach that is tailored to our clients needs we are amongst the best in the business.



Customer focussed



Highly reputable



Experts in compliance



Qualified & experienced



Affordably priced



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