

## DATA PROTECTION POLICIES, PROCEDURES AND GUIDELINES

We have well over a decade of experience in helping our clients to create data protection policies, procedures and guidelines that are tailored to their organisation and form part of a cohesive and accessible data protection framework.

With today's heightened focus on accountability, having a rock-solid suite of documentation that demonstrates how you take responsibility for what you do with personal data and how you comply with the data protection legislation has never been more important.

**Note:** Remember that having the documents is one thing; ensuring that your staff are aware of them and what they mean operationally is another. For more information on how we can help with this, see our [Data Protection Training](#) page.

We can offer our expertise on a wide range of data protection policies, procedures and guidelines covering:

- External privacy policies and privacy notices
- Cookie policies
- Records of processing activities (**ROPAs**)
- Internal staff-facing privacy policies and frameworks
- Information risk policies
- Analysis of lawful bases, including consent and legitimate interests
- Data-processing in Marketing
- Data-processing in HR
- Automated decision-making and AI use
- Privacy policies for recruits and onboarded staff
- Data retention and records management policies
- Data protection impact assessments (**DPIAs**): initial assessment and detailed DPIA checklists
- Handling data subject access requests (**DSARs**) and other individual rights requests
- Appointing data processors
- Managing data-sharing arrangements
- Due diligence on information governance and information security with third parties
- Reviewing and updating data-processor and data-sharing agreements
- Hardware and data disposal/destruction
- CCTV and other surveillance policies and notices
- Media/image consent forms