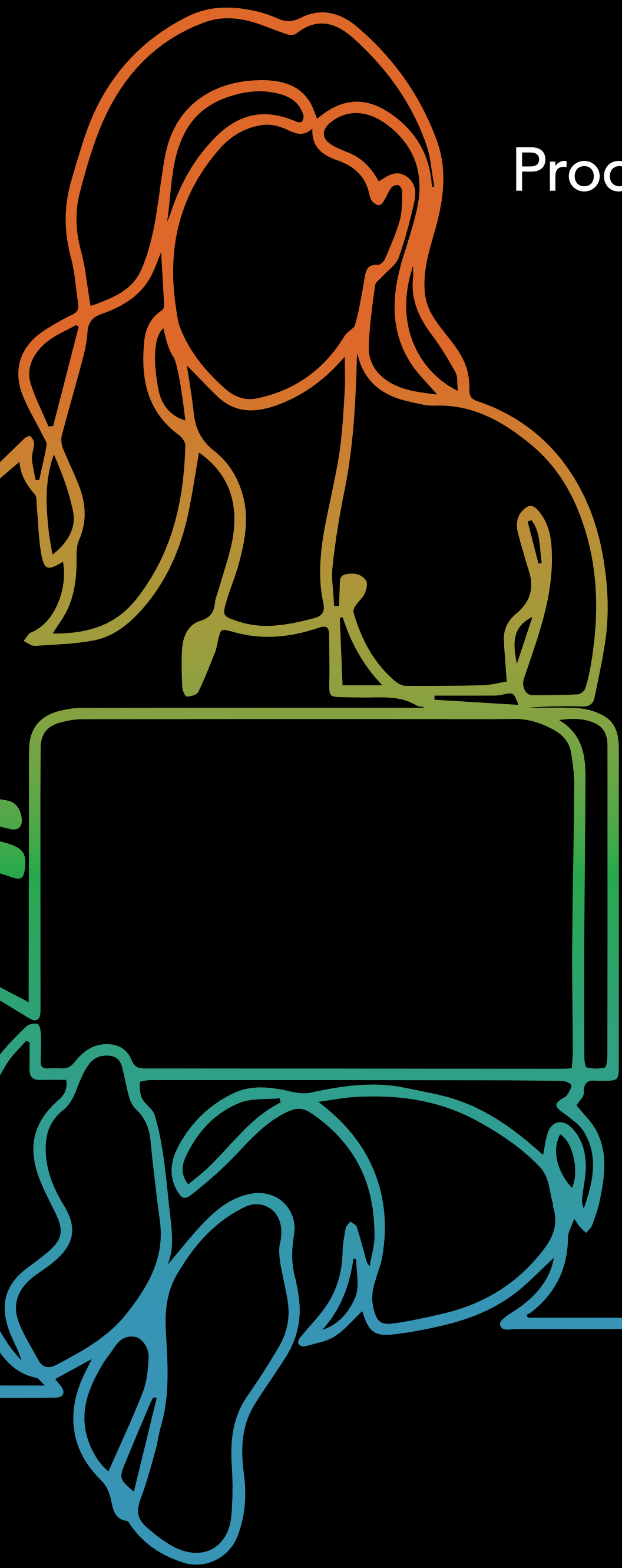# databasix

bringing people and data together

Data Protection Products & Services

dbxuk.com

Why choose Databasix?

"Working with us, organisations and individuals will be able to revolutionise their attitude to managing and handling personal data; in doing so, they will unlock the potential and true value of personal data, realising benefits in every aspect."

Kellie Peters
Data Rockstar & Chief Executive

Bringing people and data together, in order to change the way that data is collected, understood and used.

Client Testimonials

About our Training
"I would definitely recommend Databasix as a training partner. Professional and friendly, they listed in to our requirements and provided us with a bespoke interactive training package that was very well received by our team."

UK Operations Director

About our Training
"Databasix used relevant, real-life examples to explain GDPR which brought the topic to life, compared to traditional training!"

Senior Data Officer

About our Data Protection Services
"Databasix gave us straightforward, practical advice on how to handle personal data and helped us develop policies that suit our business. As a result we have a much-improved understanding of best practice in this area and feel well prepared to cope with the demands of GDPR."

Managing Director, software development company

About our Data Protection Services
"I would have no hesitation in recommending the team at Databasix. We were delighted with the support we received, which was practical at all times and tailored to our requirements…"

Commercial Director

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In this edition of
the Databasix catalogue

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GDPR Toolbox Essentials

Our GDPR Toolbox provides Data Protection Officers, data protection leads and anyone else with organisational responsibility for personal data with a set of practical tools to help you manage your data protection challenges.

The GDPR Toolbox Essentials pack contains 6 essential tools:

1

Your Data Protection Team

A register for the key details and action plans for your data protection leadership

2

Ways of Working

A structured series of short videos and PDF 'posts' for you to share with your staff to familiarise them with the baseline 'essentials' that everyone must know

3

Subject Access Request Log (SAR)

Helping you to manage individual records for each SAR as well as providing you with a dashboard 'log' to give you at-a-glance visibility of their status and management

GDPR Toolbox Essentials

4 Data Breach Log & Data Breach Forms

Breach Reporting Forms, so that you can record the details of the breach and help you to plan the action that you're going to take

5 Software Register

Registers to enable you to document software used throughout your organisation, including desktop and mobile devices, as well as your servers and plant machinery software

6 Staff Exit Checklist

A checklist that walks you through essential checks and enables you to record that you have satisfied key controls

GDPR Toolbox Essentials Price: £295.00 +VAT

Want a closer look?

To book a free 30 minute GDPR Toolbox 1-2-1 demo, visit **www.dbxuk.com/products/gdpr-toolbox**

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GDPR Training

Engaging, live sessions for you and your team. Our training is relevant for all sectors, industries and organisational types.

Role of Data Protection Officer / Lead

In certain circumstances, organisations (whether they are Data Processors or Data Controllers) must appoint a Data Protection Officer ('DPO').

Where a DPO is not mandated, an organisation should identify a Data Protection Lead who will take on the responsibility for ensuring their organisation complies the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

This course will cover the role and duties of a DPO in a practical context and provide delegates with the information they need to become more effective and efficient in their role.

Who's it for?

- Data Protection Officers
- Data Protection Leads
- Individuals with responsibilty for GDPR
- Operations Directors
- Partners / COLP

Price: £250.00 +VAT

Following completion of each course, delegates are issued with a certificate of attendance.

Visit www.dbxuk.com/gdpr-training for more information or to book your place.

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GDPR Training

Engaging, live sessions for you and your team. Our training is relevant for all sectors, industries and organisational types.

Data Protection: **An Introduction**

The course is aimed at anyone who is unfamiliar with the regulation or requires a refresh. Throughout the 60 minute training course, you will be asked a few questions to ensure that the course material is understood.

Who's it for?

Essential training for any new starter, or anyone new to data protection. This session is also intended for anyone who is unfamiliar with the regulation.

Price: £69.00 +VAT

Data Protection: **Marketing Teams**

Having an effective sales and marketing process in place for your business is critical to your growth plans. Just as important is ensuring that your sales and marketing teams understand the role that they play in complying with the General Data Protection Regulation.

Who's it for?

Sales and marketing professionals and teams. Sales and marketing Directors, Manager and others who lead or oversee sales and promotional activity.

Price: £85.00 +VAT

Following completion of each course, delegates are issued with a certificate of attendance.

Visit www.dbxuk.com/gdpr-training for more information or to book your place.

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GDPR Training

Engaging, live sessions for you and your team. Our training is relevant for all sectors, industries and organisational types.

Handling Subject Access Requests

Under the General Data Protection Regulation (GDPR) an individual (Data Subject) has the Right of Access to his/her personal data that is processed by an organisation.

Who's it for?

- HR Professionals
- HR Directors
- Operations Directors
- Business Owners
- Data Protection Leads
- Data Protection Officers
- Office Managers.

Price: £125.00 +VAT

Managing Personal Data Breaches

This course is designed to provide practical guidance on how you can manage a personal data breach, should you encounter one. This session covers: the definition of a personal data breach, the processes for incident response.

Who's it for?

- Operations Directors
- Data Protection Officers
- Data Protection Leads
- IT Directors / IT Managers
- Office Managers
- Business Owners

Price: £125.00 +VAT

Following completion of each course, delegates are issued with a certificate of attendance.

Visit www.dbxuk.com/gdpr-training for more information or to book your place.

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GDPR Training

Engaging, live sessions for you and your team. Our training is relevant for all sectors, industries and organisational types.

Data Protection Impact Assessment

A Data Protection Impact Assessment (DPIA) is mandatory under the General Data Protection Regulation where the processing is likely to resulting in a high risk to the individual's rights and freedoms.

Who's it for?

- Data Protection Officers
- Data Protection Leads
- Operation Directors
- IT Directors
- Project Managers
- Software Developers

Price: £150.00 +VAT

Sharing Personal Data

The course will explain the basics of sharing personal data internally and with 3rd parties such as other third sector organisations, public bodies and data processors. The course covers: Data sharing and the law, what does data sharing mean?

Who's it for?

All staff who are involved with sharing personal data. Operational Directors & Managers, Partners and others who lead or oversee activities involving the handling of personal data.

Price: £69.00 +VAT

Following completion of each course, delegates are issued with a certificate of attendance.

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GDPR Training

Engaging, live sessions for you and your team. Our training is relevant for all sectors, industries and organisational types.

Handling Personal Data

The course will explain the basics of data protection including the practical implications of processing personal data as part of your role, and understanding the risks with handling personal data and storing personal data.

Who's it for?

Any member of staff who requires refresher training or has recently returned to work. Anyone who has changed job roles and would benefit from reflection on the regulation. Supervisors, team leaders and Operational Managers.

Price: £69.00 +VAT

Storage Limitation Retention Schedules & Disposal

Storage Limitation is a core data protection principle and requires organisations to retain personal data for only as long as it is necessary for the purposes it is held. Delegates will understand how to create a retention schedule / understand the decisions that need to be made around disposal of electronic and paper records.

Who's it for?

- Data Protection Officers
- Data Protection Leads
- Operations Directors
- HR Professionals / Directors
- Office Managers
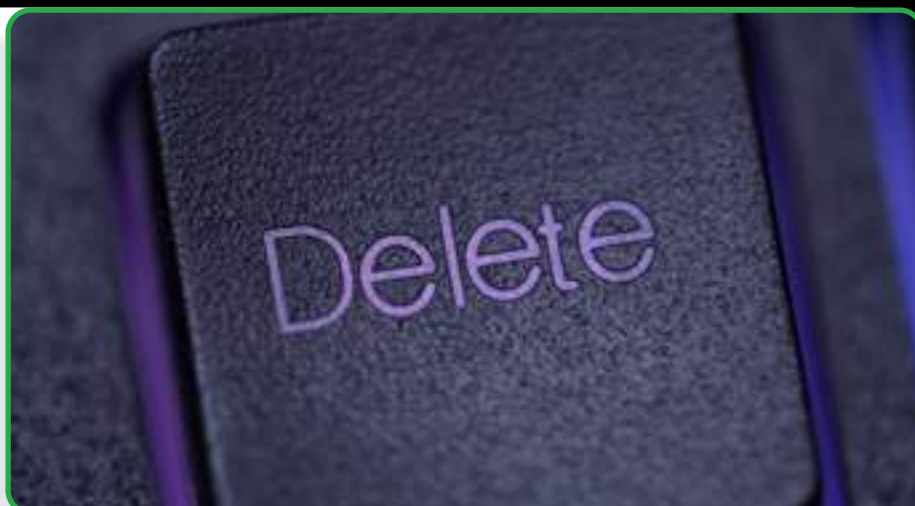
Price: £125.00 +VAT

Following completion of each course, delegates are issued with a certificate of attendance.

Visit www.dbxuk.com/gdpr-training for more information or to book your place.

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E-Learning Course

Training timed to suit you and your team.

Our "GDPR for Business" E-Learning Course provides you with a practical understanding of the General Data Protection Regulation ("GDPR"). We use relevant examples throughout the course, as well as providing you with tips that can easily be implemented in your business.

Relevant for all sectors, industries and organisational types.

Who is the course for?

All staff, managers directors/partners, especially in:

- Small and Medium size businesses
- Charities and not-for-profit
- Freelancers and independent consultants
- Companies based outside the EU

Learning Outcomes:

By the end of the course you will:

- Understand the core GDPR Principles, individual rights and accountability
- Understand your responsibilities in processing personal data
- Be able to identify risks that could lead to a data breach
- Be able to determine the steps that you need to take to improve your approach to data protection

Price: £49.95 +VAT

Study time: Approximately 90 minutes

Time limit to complete course: 12-months

Following successful completion of the course, delegates are issued with a certificate of attendance.

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Brexit: Data Protection Services

Brexit will affect the way in which personal data is managed. Here, now, at the start of 2021, the final 'rules' are yet to be decided between the UK and the EU.

But, there are two relevant steps that all organisations can take, right now, so that they are ready for the changes to the rules when they come.

Data mapping

To be able to make any decisions at all and to verify that you have satisfactory controls in place, you first need to know;

- What personal data you have and what kind of data it is
- Why you have it
- Under what legal basis you are processing it
- Where is it kept (which could be in Cloud systems all over the world)
- What formats it's kept in
- Who has access to it (internally and externally)
- How it is shared
- What controls are in place for it's security
- For how long you will keep it
- How you will remove and destroy it

Mapping the personal data that you process

We work with you and key members of your staff to identify and map the personal data across your organisation.

We use this information to create an information asset register that underpins all your data protection policies, informs your privacy policy, and strengthens your ability to respond to Data Subject Access Requests, data breaches and to uphold other Individual Rights.

Price: from £1,750 +VAT

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Brexit: Data Protection Services

Brexit will affect the way in which personal data is managed. Here, now, at the start of 2021, the final 'rules' are yet to be decided between the UK and the EU.

But, there are two relevant steps that all organisations can take, right now, so that they are ready for the changes to the rules when they come.

Data Protection Policy Suite

We conduct a review of your privacy and data protection policies, controls and procedures and discuss their 'real world' application with you; from this we can identify any gaps that might exist.

Then, we work alongside you to produce tailored policies and supporting documents that reflect the reality of your operations.

We consider key risk areas for your organisation (e.g. remote working).

The resulting documents make it clear for your staff as to the organisation's expectations for handling personal data, covering key issues such as retention, disposal, and use of data. organisation. (This is because 'borrowed' templates would almost certainly not be entirely relevant to your organisation and would therefore leave you at risk.)

Price is according to the complexity/scale of the support required

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Data Protection Services

A portfolio of services to support your organisation.

GDPR Audit and Implementation Plan

We review your current processes and policies, and discuss how they are practically applied within your business. Any compliance gaps or risks will be identified and a recommended course of action provided.

We author a written implementation plan that so that you can choose to take it forward internally or with external support from us.

A regular review of your current compliance position helps reduce the likelihood of unnoticed risk building up over time, and ensures you comply with the Accountability principle of data protection regulations.

Price: from £1950.00 +VAT

Expert Hours

Got a question about a data processing activity? Need a review of a document?
Want to know that you can pick up the phone to ask a question whenever you need to?

We provide Expert Hours, tracked against an upfront payment, giving you flexibility based around your need.

No matter how complex or simple the query, be assured that we'll always be there for you.

Price: £70.00 +VAT

per half hour (during normal UK office hours)

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Data Protection Services

A portfolio of services to support your organisation.

Data Protection Impact Assessment

If you're considering implementing new software involving high risk personal data then you'll be required to undertake a Data Protection Impact Assessment. For most organisations, this is likely to revolve around finance and HR systems, collecting special categories of data.

We will support to your Data Protection Lead / Data Protection Officer, step-by-step through this process, documenting findings and outcomes, and communicating with suppliers to support the resolution of risks or issues that are identified.

Price is according to the complexity/scale of the support required

Retained Support

If your business is likely to need more regular ongoing contact, we offer the option of retained support, meaning we'll be on hand for general questions, reviews of documentation, providing advice on specific personal data projects or issues, and immediate guidance on handling data subject access requests or data breaches.

There are four support packages

Package	Price (per month)
Basic Package, for smaller organisations that generally require regular-but-light support.	£150.00 +VAT
Standard Package, for small to medium sized organisations and those who want to carry out annual audits or need more in-depth support.	£400.00 +VAT
Premium Package, uber-hands-on support for corporations and large organisations, for whatever comes your way.	£795.00 +VAT
Flexible Package, comfort for businesses who want reassurance that we're on tap at the end of the phone or email, for those infrequent queries and support.	Please enquire for pricing

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Emergency Service

Rapid Response/Emergency Support

For organisations who are in the throes of a Data Subject Access Request, other Individual Rights responses or a data breach.

Getting expert help, fast, and in plain language, will make the situation easier for you to resolve.

That's why we're here.

Data breaches, Data Subject Access Requests and dealing with Individual Rights: Data protection regulation demands that some situations receive a rapid response.

And, there are timescales to be obeyed; failure to comply with these compounds the impact (and the potential penalties).

- Don't panic; just get in touch.
- We'll provide guidance for dealing with the situation and support in establishing the appropriate response.

Price is according to the level of support required and is determined at the time of enquiry.

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Supporting best practice
in data protection and privacy

We're all about promoting and celebrating best practice that safeguards data protection and privacy. We produce monthly webinars, weekly '**Coffee-Podcasts**' and run a network of **Data Protection Best Practice Groups**.

These are all free to join, participate and enjoy.

Webinars

Our monthly webinars pick up on the hot topics of the moment; topics that our clients tell us are important to them or that receive a lot of media/regulatory interest.

Over lunchtime on a Friday, we set out the background of the concern, highlight points for consideration and suggest action points that our webinar participants can take back to their organisations. Every webinar also comes with a Q&A opportunity, to pick the brains of our data protection expert; there and then!

Visit: www.dbxuk.com/webinars to view our catalogue of webinars.

Follow Databasix on LinkedIn for news of forthcoming webinars and to register to participate.

The Data Rockstar's Coffee-Podcasts

Every Monday morning, we publish our own special brand of podcast, where we take 15 minutes over a coffee to chew the fat on breaking news stories that affect data protection and privacy.

You'll get to hear the odd (good natured) 'rant' from Kellie or Regina on the topics that get them hot under the collar.

And you can even participate with your comments, questions or suggestions for topics by dropping them an email at coffee@dbxuk.com

To listen to previous episodes, search for 'Databasix' on: Spotify, Apple Podcasts, Google Podcasts or Podbean.

The Databasix Data Protection Best Practice Group

The Databasix BPGs bring together organisations of all shapes and sizes who wish to confidentially discuss and share knowledge of best practice in the management of data protection.
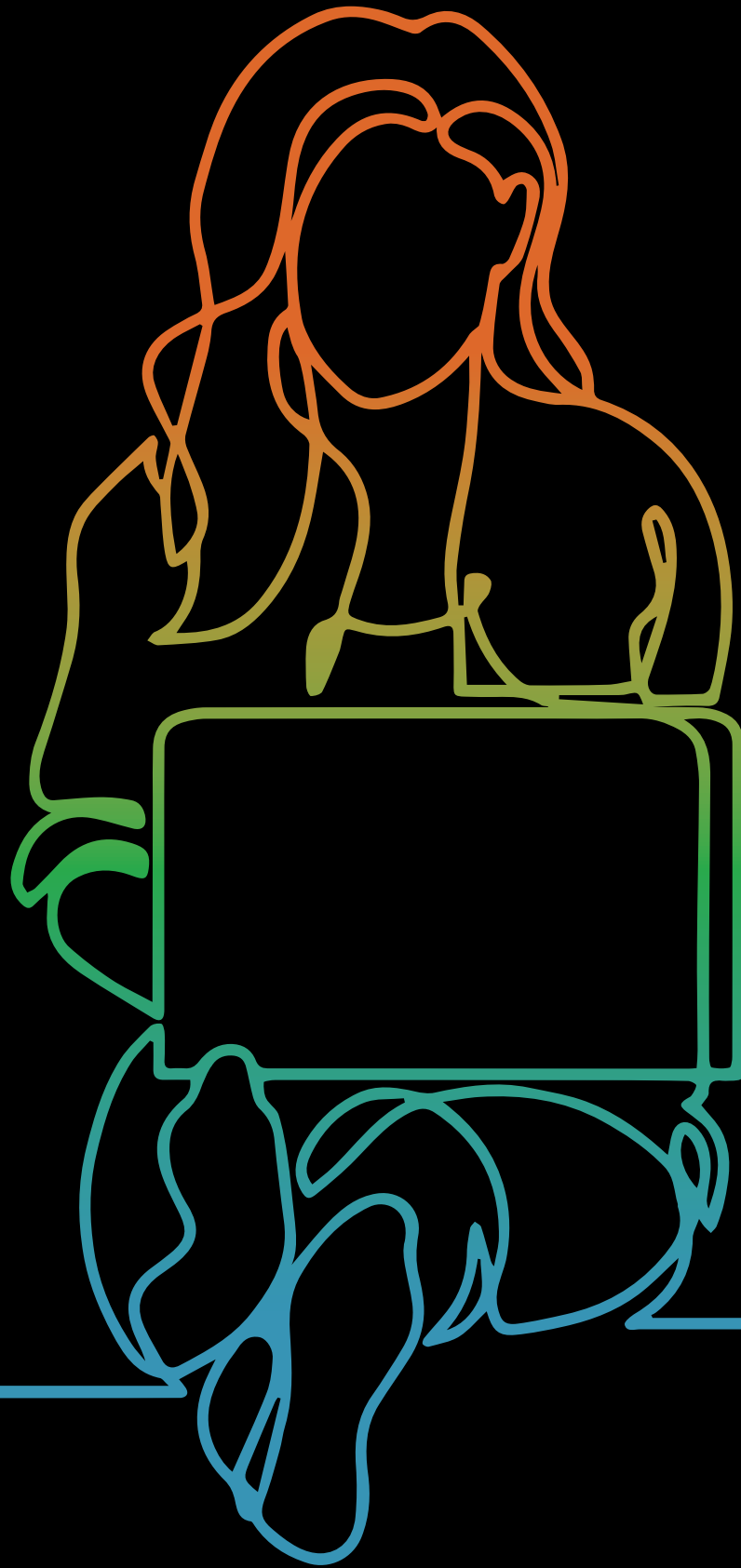
Sessions are 'structured discussions' led by our facilitators, with the content of each session is decided upon, in advance, by the members themselves.

Email us at info@dbxuk.com for details.

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Bringing people and data together; to enhance the way that data is collected, understood and used.

www.dbxuk.com

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