



FILEOM

GDPR & PRIVACY
MANAGEMENT

FILEOM INTRODUCTION

GDPR, DATA & PRIVACY MANAGEMENT

FileOM is a **GDPR, data and privacy management** consultancy working with clients from a broad range of sectors across Europe and USA. We understand the **compliance** challenges faced by modern businesses dealing with terabytes of personal data, myriad business models and complex supplier workflows. As industry experts, we can provide the advice, solutions and practical delivery skills to implement your data protection, privacy and GDPR compliance programme.

- Headquartered in the UK, operating across EMEA and USA
- We develop trusted relationships with our clients
- Focused on assisting clients to meet data protection regulatory requirements such as GDPR
- Experience in working to the highest standards across various sectors including Media, Travel & Events and more

FILEOM CAPABILITIES

- GDPR Readiness Assessment
- Data Inventory & Data Mapping
- Privacy Target Operating Model
- Privacy by Design Framework
- GDPR-led Business Transformation
- GDPR Training & Audits

STRATEGIC PARTNERS



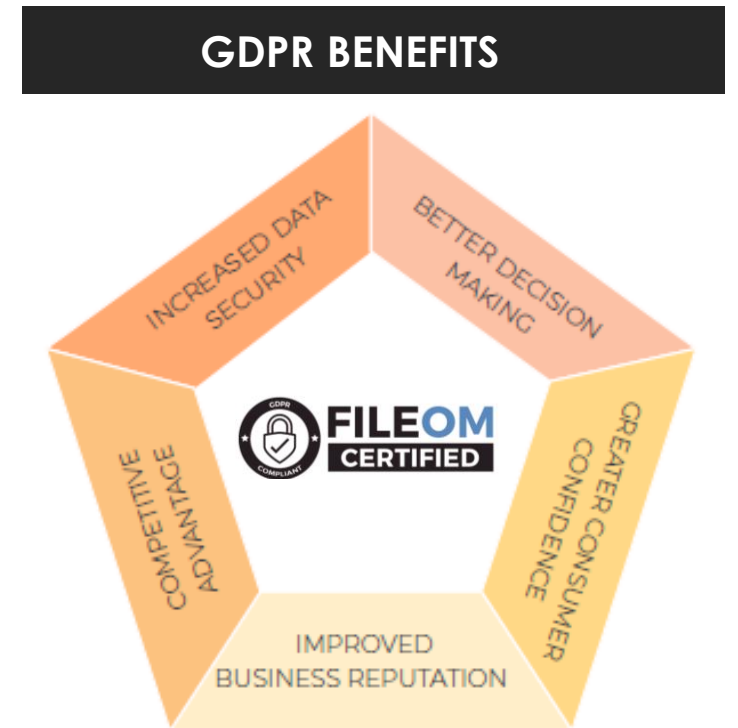
The GDPR rebalances the relationship between **individuals** and **organisations**, offering EU citizens and residents greater control over how their personal data is used, while compelling organisations to account for their actions in a transparent fashion.

The Regulation has a significant impact on business processes due to the breadth and depth of its reach from its extra-territorial scope down to detailed requirements for privacy notices.

Media headlines continue to trumpet the threat of fines reaching \$23 million or 4% of turnover, this completely masks the potential **benefits** and **opportunities** the GDPR provides.

FileOM helps you turn compliance into repeat business by transparently showing customers they can trust you, embracing the “new normal” of GDPR and gaining a competitive advantage.

Whether you consider that workload to be overwhelming, easily managed, or something in between, FileOM's consultants are here to help you organise, implement and maintain your data protection plan.



GDPR compliance is amongst the top priorities for our clients, from Global MNCs to SMEs. Our clients choose us due to our experience in regulatory compliance and our understanding of data systems.



Argus Media, HQ – London, 900 Employees, 21 Offices

Argus Media produces price assessments and analysis of international energy and other commodity markets. Argus undertook a massive undertaking to align its policies and applications with the European Union's General Data Protection Regulation (GDPR). FileOM was selected to design a bespoke GDPR and Privacy Training program for their 900 employees. This included tailored delivery for staff awareness, sales, marketing and other divisions. Leveraging our privacy and compliance expertise we successfully executed a global training program for Argus Media.



Qatalyst Global, HQ – London, 15 Employees, 1 Office

Qatalyst Global is a provider of events, conferences and digital content for the energy, life science and technology sectors. Our GDPR experts analysed the 99 articles of the GDPR to identify requirements that apply to our client. We performed a gap analysis reviewing their data, software, suppliers, agreements etc to determine the current state of compliance, and identified necessary policy adjustments. We have made significant progress to prepare Qatalyst for the GDPR.



FileOM's **GDPR** Services are designed to help you meet compliance + on-going support to maintain compliance. Our GDPR Practitioners undertake a thorough assessment of your current state of compliance, then identify areas in need of improvement.

GDPR Gap Analysis

Bronze

What's Included:

Detailed Gap Analysis Report,
Personal Data Discovery

- GDPR Governance & Accountability
- Data Privacy Risk Management
- Personal Information Management
- Security Management
- Third Party Management
- Incident Management
- Protection of Data Subjects' Rights

GDPR Compliance Programme

Silver

What's Included:

Full GDPR Compliance for
organisations

- Data Mapping
- New Policies & Procedures
- Subject Access Rights
- Breach Notification
- Privacy Notices
- Vendor Contracts
- And More

Bespoke Project Management

Gold

What's Included:

Tailored Service for Clients including:

- Full-scale GDPR Implementation
- Remediation Work for GDPR
- Global Training Programmes
- Organisational Controls
- Policies
- Auditing
- DPIA

The EU GDPR regulation specifies a **website** operator needs to meet “**data protection by design and by default**”. Our experts draft a bespoke privacy policy, website terms and cookie policy in-line with the GDPR.

SMB Website Compliance

Silver

What's Included:

Website Compliance Report with Recommendations

- Audit of your Website
- Analyse 3rd Party Technologies
- Review Hosting Agreement
- Review Consent Process
- Privacy & Cookies Policy
- Identify changes for GDPR Compliance
- Policies & Procedures

Business Website Compliance

Gold

What's Included:

Full GDPR Strategy including detailed Policies & Procedure for Compliance

- All in the Silver Package +
- Full GDPR Compliance Strategy
- Controller & Processor Mapping
- Review All Supplier Agreements
- Design Consent Process
- Design Privacy & Cookies Policy



We provide GDPR **training** and bespoke packages, everything you need to avoid fines and comply with the GDPR. Developing knowledge of the GDPR and understanding how it will affect you is the first step to make your organisation compliant.

GDPR Staff Training

Bronze

What's Included:

e-Learning designed for staff that handle or process personal data, learn:

- Why the EU GDPR legislation exists
- GDPR Primary aims
- Who the Legislation Applies to
- What Rights do EU Citizens have
- Grounds for Exercising these Rights
- Information to provide to Data Subjects
- How to respond to Access Requests

GDPR Marketing Training

Silver

What's Included:

e-Learning for the Marketer that process personal data, learn:

- Whether to use Consent or Legitimate Interest for Email Contact
- How to Ask for Consent
- When Not to use Consent
- Consent and Data Profiling
- What needs to be Documented
- Privacy Policy Updating
- And More

GDPR Foundation Training

Gold

What's Included:

e-Learning for Data Protection Officers – comprehensive learning:

- Definition, Principles and the Law
- The Accountability Principle
- Individual Rights
- Consent
- Privacy Notices
- Steps to Compliance
- Supply Chain Management
- And More

FileOM's **GDPR** Audit validates your compliance, we review whether your implementation has taken a whole organisation approach. Our GDPR Practitioners undertake a thorough assessment of your current state of compliance, then identify areas in need of improvement.

SMB GDPR Audit

Silver

What's Included:

Our GDPR Audit is designed to find potential GDPR breaches:

- Policies & Procedure Review
- Data Protection Approach
- Privacy Impact Assessment
- Incident Response & Breaches
- Risk Registers & Assessment
- Accountability Framework & Reporting
- Certificate of Compliance

Enterprise GDPR Audit

Gold

What's Included:

GDPR Audit for Enterprises, more than 100+ Staff

- All from the Silver Package +
- Data Discovery on your Network
- Data Inventory
- Data Flow Maps
- Vendor Risk Management
- A Certificate of Compliance
- Annual Verification Contract



A DPIA is not just best practice it's mandatory in certain circumstances. The introduction of any new IT system or business process that poses a **high risk** to data subjects requires a **Data Protection Impact Assessment** (DPIA).

- DPIA is for projects that process personal data;
- We help identify and minimise the data protection risks of these projects
- Assess the level of risk and impact on individuals
- Define the nature, scope, context and purposes of the processing
- Include how best to consult individuals (or their representatives) and other relevant stakeholders
- Define a policy to engage the data protection officer
- Ensure that processing is necessary for and proportionate to the purpose
- We help identify measures to eliminate or reduce high risks
- We identify measures we can put in place to eliminate or reduce high risks
- A record is kept of the outcome from the DPIA

FileOM's **Outsourced DPO** service is an ideal solution for organisations that do not have data protection expertise to fulfil their Data Protection Officer (DPO) obligations under the GDPR.

SMB Data Protection Officer

Bronze

What's Included:

For Organisations with up-to 20 Staff

- DPO located in Europe
- EU GDPR & Privacy Law Expertise
- Industry-Specific Advice
- DPO Access for your Business - Data Subjects and Supervisory Authority
- 114 Hours Per Year

Mid Data Protection Officer

Silver

What's Included:

For Organisations with up-to 100 Staff

- All in Bronze Package +
- DPO located in Europe
- 192 Hours Per Year

Enterprise Data Protection Officer

Gold

What's Included:

For Organisations with more than 100+ Staff

- All in Silver Package +
- DPO located in Europe
- 384 Hours Per Year

FileOM's GDPR Practitioners undertake a thorough assessment of your current state of compliance, then identify areas in need of improvement. Contact us today for leading **GDPR, data and privacy management** solutions.



30c Riverside Drive
Staines-upon-Thames
TW18 3JN
United Kingdom



+44 (0)203 878 4100



+1 619 630 0087



hi@fileom.eu

