



**GDPR GAP ANALYSIS & IMPLEMENTATION**

**DATA SHEET**

**UNRESTRICTED**

# 1. GDPR GAP ANALYSIS

## 1.1 SERVICE DESCRIPTION

Our Bulletproof GDPR Gap Analysis packages are an ideal way to find the current state of your GDPR compliance, analyse your business policies, processes, and technology, and identify areas in need of improvement. It's suitable for business at all stages of the GDPR journey, delivered via on-site and off-site activities and is carried out by certified EU GDPR practitioners. It's the first step on the road to GDPR compliance and forms the basis of our GDPR implementation service. The GDPR Gap Analysis will:

- Raise client awareness about GDPR and individuals' rights (senior management briefing)
- Review the core business processes and operations
- Review any other legal/regulatory/compliance requirements (e.g. FCA, ISO)
- Data discovery process for all affected assets, including any ingress and egress paths with clients and third-parties
- High-level review of existing security and privacy controls
- Review any existing policies and procedures that have a direct or indirect impact on data privacy
- Review previous audits and security assessments for the affected assets

## 1.2 DELIVERABLES

At the end of the project, we will provide a report that will:

- Full breakdown on GDPR status within your organisation, structured by the individual GDPR Principles
- Review of Privacy Policy and GDPR-related policies and procedures
- Recommendations and reviews based on best practices
- Recommendations for achieving GDPR compliance

## 1.3 RESOURCE REQUIREMENTS

You will need to appoint a dedicated internal project coordinator who can be the primary point of contact for Bulletproof. Similarly, we will nominate one of our certified EU GDPR practitioners to act as your central point of contact, streamlining the project throughout all stages of engagement.

Given the wide-reaching impact of GDPR, we will need input from all business units to achieve the project objectives. This means involvement from senior management, HR/personnel, compliance, IT, sales, marketing, procurement, logistics, (and all other relevant departments), at various stages of the process. It is the client's responsibility to ensure these resources are available for Bulletproof's GDPR consultants in-line with an agreed schedule.

## 1.4 GAP ANALYSIS PACKAGES

### 1.4.1 SMALL BUSINESS PACKAGE - £2,995

The Small Business GDPR Initial Gap Analysis package is designed for single-site UK businesses, with 20 or fewer employees. A typical engagement will take approximately three days, approximately one day of which will be spent on-site, working with key stakeholders inside your organisation.

### 1.4.2 MEDIUM BUSINESS PACKAGE - £3,995

Our Medium Business GDPR Initial Gap Analysis package is for organisations with 21-200 staff members at up to two UK locations. A typical engagement takes approximately five days, with up to three days usually spent on-site working with your internal teams.

### 1.4.3 ENTERPRISE PACKAGE - £POA

For large enterprises with over 200 employees or organisations who work across multiple sites, we offer our Enterprise GDPR Initial Gap Analysis package. It's tailored specifically to meet the challenges faced by your business, so get in touch with us for a competitive quote.

## 2. GDPR IMPLEMENTATION

### 2.1 SERVICE DESCRIPTION

Following on from the Gap Analysis, Bulletproof also offer full GDPR compliance implementation. This takes the knowledge gained from the Gap Analysis and uses it to leverage your existing compliance status to take the quickest and easiest route to full GDPR compliance. Bulletproof GDPR implementation provides fine-grain consultant-led support across all business areas and includes a variety of tools and resources, including data flow diagrams, asset and process lists, and documentation templates.

### 2.2 DELIVERABLES

- Full compliance implementation
- Business system mapping of core processes and operations with various data flows
- List of assets and processes that must be compliant with GDPR requirements
- Solutions based on best practices
- Documentation/templates support to address compliance requirements

### 2.3 GDPR IMPLEMENTATION PACKAGES

We tailor our GDPR implementation packages to suit your organisation's unique requirements, based on the findings of the Gap Analysis. The number of consultancy days an organisation requires varies based on their size and complexity, but typically ranges between 5 and 15 days. For businesses who want to make on-going maintenance of GDPR compliance easier, not to mention help with ad hoc data protection and privacy matters, we can also include data protection officer (outsourced DPO) services. The Bulletproof outsourced DPO is a retainer service that gives your organisation a fixed amount of DPO time per month for independent, expert privacy and GDPR compliance advice.

### 2.4 RESOURCE REQUIREMENTS

Full GDPR compliance implementation is likely to involve all business units and departments at various project stages. The process will include elements implemented by the consultant as well as elements that will be undertaken by your organisation's staff, under the direction of our GDPR consultant.



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