

Internal Documentation

Data Management Program

CHF 3,500 (excl. VAT)

■ SUMMARY

Assistance in the drafting and review of your company's internal documentation in connection with the management of data (data management program).

The core module of this package is the Master Internal Policy on Data Protection and Information Security — a high level document which defines your key internal governance and objectives regarding data protection and information security.

This document is completed by the Data Processing Regulation, which sets forth the most important rules regarding data protection and defines in particular: (i) data processing principles which your employees must abide by when handling personal data; (ii) processes for engaging sub-processors; as well as (iii) the core requirements pertaining to security, transfer of data to third countries, data subject rights, etc.

Depending on your needs and priorities, you can also opt for all or part of the following additional products:

- Data Retention Policy [CHF 1,500 excl. VAT]: sets out storage duration (under Swiss law) for your documents and information in order to comply with data minimization requirements.
- DSAR Guidelines [CHF 650 excl. VAT]: defines your internal processes to respond to Subject Access Requests (SAR), with template answers and a template DSAR log file.
- Information Security Policy [CHF 1,500 excl. VAT]: defines the principles and basic rules for information security management.
- Information Sensitivity Policy [CHF 500 excl. VAT]: classifies the information processed by the company according to set criteria and defines general obligations applicable to each category.
- Incident / Data Breach Response Plan [CHF 1,500 excl. VAT]: sets out the company's incident-response processes and procedures, including for data breach notification.
- Other: to be defined depending on your needs.

■ PROCESS AND DELIVERABLES



Information gathering

You share with us all available information regarding your company and processing activities, based on questionnaires we provide.



Review

We review the material and, if needed, recommend conducting a separate preliminary assessment of your current level of compliance with data protection legislation.



Initial draft

We produce an initial draft of the relevant document(s), or review the existing documents.



Follow-up

We hold a 1-hour follow-up call or meeting to discuss any comments.



Final documents

We produce a finalized version of the document(s).

■ LIMITATIONS, CONDITIONS AND DISCLAIMERS

Requires successful onboarding as a client of the firm (incl. KYC, conflict checks, and signed engagement letter).

The package does not cover the initial assessment of your data protection compliance level and the definition of your data protection management strategy, which is mentioned in step 2 above. Please refer to the relevant product sheet.

Services not included in the package will be charged at standard rates and subject to our engagement terms.

■ CONTACT

If interested, please contact your contact person within ID EST, or write to contact@idest.pro or call +41 21 321 0880.