

Data Protection

Preliminary Assessment for Startups

CHF 3,000 (excl. VAT)

SUMMARY

With this product, we analyze your current level of data protection compliance (against Swiss law and/or the GDPR, depending on their scope of applicability) and help you:

- identify the legal framework and obligations applicable to your organization in relation to data protection;
- identify the main gaps between your obligations and your current practices (gap analysis); and
- define a data protection compliance strategy and prioritize the actions that need to be carried out to implement that strategy.

The deliverables will take the form of a gap analysis report and an action plan.

We will also provide you with a “compliance toolbox” containing several template documents and information sheets which will help you meet your obligations under data protection laws, including: (i) template registers of processing activities (for controllers and processors); (ii) a template data protection impact assessment; (iii) template data processing agreements (contract between processors and controllers); and (iv) several factsheets.

PROCESS AND DELIVERABLES



Kick-off

We hold an initial kick-off call or meeting to discuss your strategy in terms of data protection.



Information gathering

You share with us all available information regarding your company and its data processing activities, based on the relevant questionnaires we will share with you.



Review

We review the material (additional information or documents may be requested during this phase).



Draft & toolbox

We produce an initial draft of the gap analysis report and the action plan, and deliver the compliance toolbox described above.



Follow-up

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



Final report & action plan

We produce a final version of the gap analysis report and the action plan.

■ 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 actions not listed above, such as the drafting of internal policies or external notices around data protection; the review of existing contracts with third parties; calls, meetings and email exchanges not listed above.

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.