

Support for the DPO

GREENWOODS



Essential fixed price support for DPOs. Transparent, flexible options to enable DPOs deliver an effective and compliant service backed by clear legal advice.

BUSINESS ESSENTIALS

Fixed monthly fee
£495 plus VAT

Dedicated data privacy support
- when you need it most

30 minute consultations via the support for DPO hotline
Access to essential templates and privacy policies
Annual review and update
Quarterly check-in sessions

ESSENTIALS PLUS

Fixed monthly fee
£995 Plus VAT

Your virtually in-house lawyer
- avoid risk, stay compliant

All the Business Essential PLUS
Advice by email and telephone
Access to full suite of accountability templates including data processing and data sharing agreements
Annual half-day data protection training

FULL SERVICE

Fixed monthly or quarterly fee
(Bespoke to your needs)

Dedicated team of experts
- helping to deliver your **GDPR compliance**

Unlimited access to the DPO support helpline - up to 60 minutes per matter
Unlimited access to template policies and agreements
Annual full-day training or data protection drop in service at your offices
Help with Subject Access Requests
Advice on International Transfers and Transfer Risk Assessments

PLUS

- Receive our regular and insightful emails and vlogs - legal analysis straight to your inbox
- Invitations and priority places at our Data Privacy and Information law events - explore tricky data privacy issues in greater depth

Scope

Business Essentials:

- Telephone support on any data privacy matter: limited to 30 minutes per call per matter.
- Provision of up to three templates (including annual updates) from our knowledge bank of GDPR accountability documentation.
- Initial review of your existing privacy notices (up to maximum of 2) and your general data protection policy.
- Annual update to your privacy notices (up to a maximum of 2) and your general data protection policy to cover changes to applicable law.
- Remote/on-line quarterly check-ins with your key contact.

Essentials Plus:

All the above PLUS

- Access to a 'virtually in-house' data privacy team.
- Support by telephone and email on data protection matters limited to 30 minutes per call per matter, plus follow up summary of advice by email.
- Provision of up to six accountability templates (including annual updates) from our knowledge bank.
- Review and annual update of up to four existing data protection policies.
- One half-day data protection training update (online or in person) per annum.

Full Service:

All the above PLUS

- Full telephone and email advice service - up to 60 minutes per new matter.
- Unlimited provision and tailoring of template policies and agreements.
- Advice and support with drafting response to two specific DSARs per annum (subject to maximum time limit to be agreed).
- One full-day data protection training or data protection 'drop in surgery' sessions at one of your sites (or online if preferred) OR two half day sessions per annum.

Exceptional Service Guarantee

If you feel you have received less than exceptional service, you may unilaterally reduce our fee by up to 10%. All we ask is that you only invoke this guarantee in a fair and principled way and that you share with us your reasons and how we could improve our service for your business going forward.

Excluded from Scope: Business Essentials:

- Tailoring any legal templates provided.
- Complex advice (outside the helpline) relating to specific DSARs or data breaches.
- Negotiations or communications with third parties, including the Information Commissioners Office.
- Advice on International Transfers or undertaking Transfer Risk Assessments.
- Large-scale project work (e.g. an audit of data protection compliance or major review of policies, data breach reporting etc.).
- Advice on court or other legal proceedings - outside the 30 minute helpline.
- We reserve the right to implement fair usage restrictions on the helpline service.

Excluded from Scope: Essentials Plus:

- Tailoring any legal templates provided.
- Negotiating data processing or data sharing agreements with third parties.
- Complex advice (outside the helpline and follow up) relating to specific DSARs, data breaches.
- Advice on International Transfers (outside the helpline) or undertaking Transfer Risk Assessments.
- Large-scale project work (e.g. an audit of data protection compliance or major review of policies, data breach reporting etc.).
- Advice on court or other legal proceedings - outside the 30 minute helpline.

Excluded from Scope: Full Service:

- Tailoring of policies includes preparation of a first draft, a call to discuss and one set of amendments.
- Complex advice, requiring drafting and/or negotiations with third parties on data protection agreements or relating to specific DSARs, data breaches or undertaking complex Transfer Risk Assessments.
- Advice on court or other legal proceedings - outside the 60 minute helpline.
- Large-scale project work - except as agreed.
- Where work is out of scope, we will let you know and provide you with a quote.

Greenwoods Legal LLP is a Limited Liability Partnership, registered in England, registered number OC306912.

Our registered office is Queens House, 55-56 Lincoln's Inn Fields, London, WC2A 3LJ. A list of the members' names is available for inspection at our offices in Peterborough, Cambridge and London. Authorised and regulated by the Solicitors Regulation Authority, SRA number 401162. Details of the Solicitors' Codes of Conduct can be found at www.sra.org.uk. All instructions accepted by Greenwoods Legal LLP are subject to our current Terms of Business. VAT Reg No: 161 9287 89.