



GRCI Law

Service Descriptions



Introduction – GRCI Law

GRCI Law is a specialist data protection, privacy, cyber risk and information security legal and compliance consultancy firm. We offer a full suite of data privacy and data protection solutions to a wide range of businesses, public bodies and non-profit organisations across a variety of sectors, including health and social care, education, professional services, financial institutions, retail, technology, media and telecoms.

We are a market leader in terms of depth and breadth of experience. Our team of qualified lawyers, barristers, DPOs (data protection officers), IT and information security experts have decades of experience between them.

GRCI Law is a wholly owned subsidiary of GRC International Group plc (GRCI Group), which is the holding company for a group of companies that delivers data privacy and cyber risk management solutions. The GRCI Group of companies comprises: GRCI Law Limited, IT Governance Ltd, IT Governance Europe Ltd, IT Governance USA Ltd, Vigilant Software Ltd, IT Governance Publishing Ltd, GRC eLearning Ltd and DQM Group Holdings Ltd (t/a DQM GRC).

GRCI Law does not carry out any reserved legal services and is not regulated by the Solicitors Regulation Authority.

1. GRCI Law – GDPR Advice Service

Our Advice Service offers you general advice and guidance on data privacy issues for a fixed monthly fee. It includes:

- Telephone and email advice on GDPR (General Data Protection Regulation) and DPA (Data Protection Act) 2018 issues from our team of experienced DPO consultants. The service is available during UK business hours from Monday to Friday;
- General advice regarding the establishment of or guidance on your existing Article 30 Record;
- General advice on DSARs (data subject access requests) and data breaches; and
- A monthly newsletter on data privacy and GDPR issues.

Where you need help implementing our advice, for example drafting and amending policies, DPIA (data protection impact assessment) reviews, contract and legal, end-to-end data breach management and DSAR support, we will offer you a specially discounted rate on a pre-paid block of hours. Blocks of hours may be purchased in multiples of ten. You may purchase the hours in advance or when required. Additional hours can be drawn down as you choose and can be carried forward from year to year. However, unused hours cannot be refunded.

2. GRCI Law – Data Privacy Manager Service

Our Data Privacy Manager Service is designed to offer you a flexible, retained data privacy management service for a fixed monthly fee to help you meet your GDPR and DPA 2018 compliance needs. We will advise on and manage your GDPR compliance.

You will be assigned a data privacy manager, who will be your single point of contact, and an account manager. Our Data Privacy Manager Service includes the following:

- Gap analysis – to assess your current level of compliance and generate an action plan that identifies and prioritises the key issues that your organisation must address in order to comply with the GDPR and DPA 2018.
- Advice on monitoring compliance with the GDPR – this includes managing your GDPR action plan, and unlimited telephone and email advice within UK business hours via your dedicated GRCI Law data privacy manager.
- Reviewing and advising on policies, procedures and documentation relating to the processing of personal data. This includes a legal review for suitability. Drafting and/or amending policies, procedures and documentation relating to the processing of personal data can be provided at a specially discounted rate.
- Advising on the creation and maintenance of the personal data processing register (Article 30 record).
- Advising on the necessity of conducting DPIAs, including the manner of implementation and any outcomes. Drafting a DPIA or conducting a legal review of a DPIA can be provided at a specially discounted rate.
- Advice and guidance on data breach monitoring and management, and the requirement to report or record. End-to-end management of a data breach can be provided via our enhanced Data Breach Management Service at a specially discounted rate.
- Advice and guidance on responses to data privacy rights requests from individuals, e.g. information, access, rectification, objection, erasure, right to data portability requests. (Our team can manage the entire process for you from end to end, including screening collated data, via our DSAR Service.)
- Advice on contacting data protection authorities for all data protection issues.
- Advising on GDPR awareness training and the training of staff involved in data processing operations.
- Regular reporting for senior management to ensure compliance with the corporate governance requirements under the GDPR and DPA 2018. This includes a monthly activity report and quarterly management report.
- Monthly newsletter on important GDPR and data privacy updates.

- Annual compliance audit (from year 2).

Where you need additional help implementing our advice, for example drafting and amending policies; DPIA reviews; contract and legal services including advising on third-party supplier agreements, data sharing agreements and cross-border data transfer mechanisms; end-to-end data breach management and DSAR support, we will offer you a specially discounted rate on a pre-paid block of hours. Blocks of hours may be purchased in multiples of ten. You may purchase the hours in advance or when required. Additional hours can be drawn down as you choose and can be carried forward from year to year. However, unused hours cannot be refunded.

3. GRCI Law – DPO as a Service

Our DPOaaS solution is designed to offer you a flexible privacy solution for a fixed monthly fee to assist you with your GDPR compliance needs. As your DPO, we will advise on and manage your compliance.

You will be assigned a DPO consultant, who will be your single point of contact, and an account manager. Our DPOaaS package includes the following:

- Registering as your DPO with the relevant supervisory authority.
- Gap analysis – to assess your current level of compliance and generate an action plan that identifies and prioritises the key issues that your organisation must address in order to comply with the GDPR and DPA 2018.
- Advice on monitoring compliance with the GDPR and DPA 2018 – this includes managing your GDPR action plan, and unlimited telephone and email advice within UK business hours via your dedicated GRCI Law DPO consultant.
- Serving as the contact point to data protection authorities for all data protection issues.
- Reviewing and advising on policies, procedures and documentation relating to the processing of personal data. This includes a legal review for suitability. Drafting and/or amending policies, procedures and documentation relating to the processing of personal data can be provided at a specially discounted rate.
- Overseeing the creation and maintenance of your Article 30 record of processing activities.
- Advising on the necessity of conducting DPIAs, including the manner of implementation and any outcomes. Drafting a DPIA or conducting a legal review of a DPIA can be provided at a specially discounted rate.
- Advice and guidance on data breach monitoring and management, and the requirement to report or record. End-to-end management of a data breach can be

provided via our enhanced Data Breach Management Service at a specially discounted rate.

- Advice and guidance on responses to data privacy rights requests from individuals, e.g. information, access, rectification, objection, erasure, right to data portability requests. (Our team can manage the entire process for you from end to end, including screening collated data via our DSAR as a Service.)
- Facilitating GDPR awareness training and the training of staff involved in data processing operations.
- Assisting clients with information collection to identify personal data processing activities, verifying data processing activities are GDPR and DPA 2018 compliant, and providing advice and guidance on GDPR and DPA 2018 compliance best practice.
- Regular reporting for senior management to ensure compliance with the corporate governance requirements under the GDPR and DPA 2018. This includes a monthly activity report and quarterly management report.
- Monthly newsletter on important GDPR and data privacy updates.
- Annual compliance audit (from year 2).

Where you need additional help or resource to implement our advice, for example drafting and amending policies; DPIA reviews; contract and legal services including advising on third-party supplier agreements, data sharing agreements and cross-border data transfer mechanisms; end-to-end data breach management and DSAR support, we will offer you a specially discounted rate on a pre-paid block of hours. Blocks of hours may be purchased in multiples of ten. You may purchase the hours in advance or when required. Additional hours can be drawn down as you choose and can be carried forward from year to year. However, unused hours cannot be refunded.

4. Why choose us

We only advise on data protection, privacy, and cyber and information security, which means our team has sector-specific knowledge and experience, and visibility of the latest trends, best practice, developments and challenges. Our clients view us as part of their teams and we are known for our pragmatic, commercial advice. We won't just identify an issue or advise on the law: we provide you with a practical solution to suit your specific needs.

Accessing specialist expertise from experienced professionals with the right skillset to navigate the evolving data processing and data security landscape can be difficult, time consuming and expensive. By outsourcing to us, your organisation benefits from:

- Access to a team of expert data privacy consultants with a proven track record;

- Truly independent DPOs, which means there are no conflicts of interest between the DPO and other business services;
- Access to a team of experts working at the leading edge of their field with visibility of the latest trends and application of best practice; and
- A service that is flexible according to your organisation's needs, with pricing to match.