

Introduction

Sampson Hall are individual and organisational development experts that bring relevant lessons back into the workplace, working with each and every organisation to design bespoke, dynamic and memorable solutions.

From leadership development to organisational transformation, team building to operational design, executive coaching to contingency planning, Sampson Hall will create and facilitate interventions and training, utilising a team of people with previous expertise in the secret services, military, business and the charity sector. This ensures that delivery is exciting and imaginative, yet founded from experience and based on having been there and done it.

We guarantee results that have real impact and we employ our own metrics in diagnosing, designing, delivering and measuring the impact we have had on individuals, teams and organisations.

The General Data Protection Regulations Are You Ready?

The biggest change in data protection in a generation has officially begun.

On the 25th May 2018, the General Data Protection Regulation will be enforced, and businesses across the EU will be subject to stringent regulations which carry dire consequences.

These new regulations will force businesses to collect, use, store, transfer, sell and destroy their personal data and manage that data in a controlled and less risky way in order to protect other people's personal data more effectively

Given the enforcement date is looming it is vital that businesses understand the impact the new regulations will have upon their business and the consequences of not being compliant.

Sampson Hall have the expertise and a comprehensible implementation tool which will help organisations approach these new regulations with confidence whilst ensuring they are getting the most out of the personal data they hold.

Partnerships:

We work with partners who can offer additional guidance and advice in terms of cyber insurance and technological solutions especially in terms of cyber awareness and preventing breaches. The types of solution available to us are: Encryption, two factor authentication, ransomware protection, data loss prevention software, breach detection software, email phishing tests, mobile device management, web and email security.

Why Us?

There is no one single solution to prevent a data breach and the combination of processes, training and security measures has to be adopted from business owner/board level down. Sampson Hall has a proven track record of working throughout an organisation and can advise and bring together all functions of the business in order to ensure overall compliance.

Our experience also enables us to act as external Data Protection Officers for organisations who are not large enough to merit having their own DPO.

Below is an outline of our process that we guide businesses through:

How we can help.

Sampson Hall work with organisations to design the most appropriate package to suit the needs of the business. The work we offer includes:

Governance and Leadership

- Board and Senior Management briefing and education on GDPR and Information Security
- GDPR governance – board requirements and responsibilities to ensure compliance
- Strategic risk – board involvement in risk management and mitigation
- Sampson Hall Gap analysis tool to audit staff knowledge and awareness – board awareness of strengths and vulnerabilities

GDPR Compliance

Bespoke and templated planning to create a Personal Information Management System (PIMS) and achieve GDPR compliance. The process will involve:

- Information you hold – data mapping and data flow
- Privacy notices and policies
- Individual's rights and how to comply
- Data subject access requests
- Lawful basis for processing personal data
- How to seek, record and manage data subjects consent, including children
- Data breach management and Information Security
- Risk and Data Protection Impact Assessments and risk management
- Requirements to formally designate a DPO
- International requirements

Compliance and Continuity

The maintenance and continued involvement of the board in the process.

- Data Protection Officer appointment and continuity
- Risk Management continuity
- Business continuity
- Audit and governance process continuity

Ways of working with Sampson Hall to achieve compliance:

We do not under estimate the amount of time and resource needed to become GDPR compliant for any sized business. To this end we offer two discrete solutions:

1) GDPR two day workshops for smaller businesses

The workshop will enable an owner/manager to design and develop their own implementation plan for their organisation. These workshops will have a maximum of twenty other businesses in the room and participants will benefit from peer support and information sharing.

Dates:

2017	2018
Plymouth – 27 th and 28 th November	Exeter – 8 th and 9 th January
Exeter – 13 th and 14 th December	Plymouth – 18 th and 19 th January
Barnstaple – 19 th and 20 th December	Taunton – 6 th and 7 th February
Christmas and New Year	Exeter – 20 th and 21 st February
	Truro – 28 th Feb and 1 st March

Additional delegates from the same business will be charged £147.50 + vat per day.

Following completion of the workshop delegates will have the framework required to continue working towards achieving GDPR compliance. Businesses may need additional support and we would offer this on an hourly rate basis, dependent on the requirement.

2) GDPR strategy and compliance implementation through a bespoke partnership with an organisation.

We work with larger businesses on a one to one basis from board level to achieve GDPR compliance. This work is all priced on a business by business basis and we invite you to contact us for a meeting to discuss your requirements.

Sampson Hall GDPR step by step process

Information held

- Data mapping and data flow
- Information audit
- Third party sharing

Privacy Notices

- Review of current privacy notices
- Update notices and websites
- Review policies

Individual's rights and how to comply

- Review rights, inc new data portability and erasure
- Understand rights for clients and employees
- Keeping data up to date and deleting

Data subject access requests

- Review current consent policies and timelines
- How do you seek, record and manage data subjects
- Children's consent

Lawfulness for processing

- Review lawfulness for processing
- Update privacy policies
- Adherence to the six principles of processing

Consent

- Review current consent policies
- How do you seek, record and manage data subjects
- Understand children's consent

Data Breach Management

- Review procedures for detection of a data breach
- Understand rules of reporting a data breach
- Understand fines associated with a breach

Risk Management

- Understand Data Privacy Impact Assessments
- Maintenance of risk processes and documentation
- Audit of procedures and processes

DPO designation

- Understand role of DPO
- Requirement of a DPO
- Liaising with Supervisory Authority and Board

This step by step process will guide any size business through the regulations and ensure you have your people and processes in place before May 2018.

Sampson Hall's Governance and GDPR team

Phil Sampson:



An expert in strategy, transformation and governance he works at the top of organisations on Strategy, Leadership, Incident Management, Information Security, GDPR and Organisational Culture. He served in the Royal Marines for 32 years. As a counter terrorism expert he served in Whitehall, the Security Service and the US National Counter Terrorist Center. Recently he led the UK's Cyber delegation to Mexico and presented on GDPR to the IoD in Monaco.

Sandra Sampson:



An expert in human dynamics and a proven coach with a great track record; Sandra is a qualified EU GDPR Practitioner and a Data Protection Officer, ISO 17024. Sandra has worked internationally in the Veterinary world and has been involved as a head of department in Further Education. She has a deep understanding of marketing which enables her to practically advise and implement on the new regulations.

Alasdair Cameron:



Alasdair has significant cross sector experience working both in the UK and abroad. An experienced Board member and CEO, he understands risk and governance. He is highly commended and recognised for his imagination, flair, people skills and possesses a compelling drive for success. He was one of the key senior contingency leaders for the London Olympics, he now specialises in business governance and compliance. His experience includes the delivery of high-level and business critical issues in process, compliance and finance across a range of organisations and businesses.

Please get in touch to discuss how we can help.

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