

Ringfence™ General Data Protection Regulation (GDPR) – Training & Consultancy

Ringfence™ provides specialist and independent Information Governance & Assurance expertise, consultancy & advice.

With General Data Protection Regulation (GDPR) being UK Law from May 2018 Ringfence™ has developed a comprehensive range of GDPR Training & Consultancy options to help organisations understand, prepare and become “GDPR ready”.

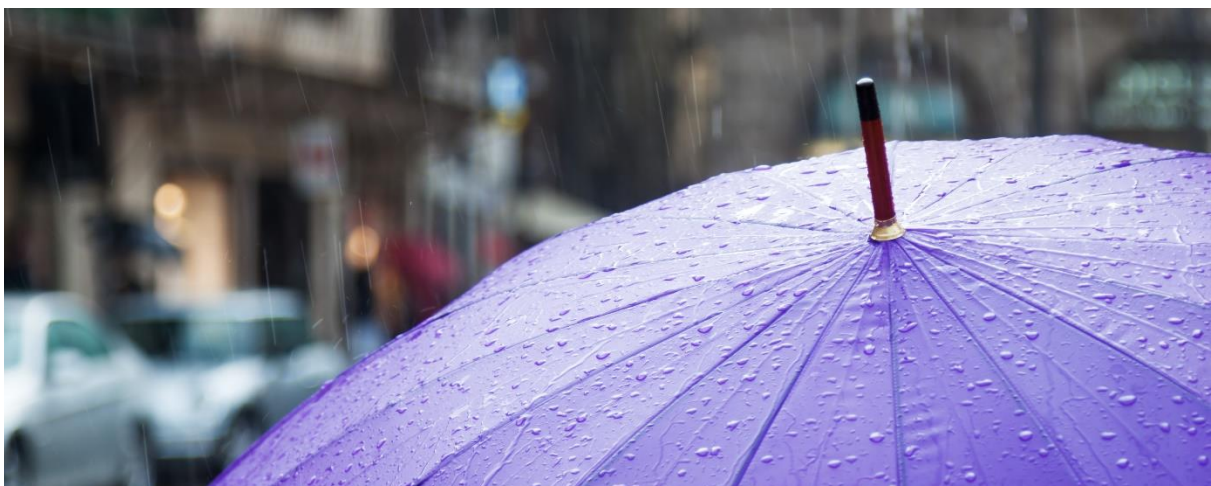
Ringfence™ Introduction to GDPR & Better IG

Provides a basic introduction to, and understanding of, GDPR and the related Information Governance issues including:

- Current Cyber Risks
- Data Protection Basics – Your legal responsibilities today
- GDPR – What’s changing in May 2018
- How to Prepare & Improve – Options

Delivery/format options:

1. ~2 hours Interactive Training Session or Live Webinar based upon Powerpoint slides and including opportunities for Q&A and Group Discussion
2. ~1 hour Pre-recorded Webinar using Powerpoint slides that can then be incorporated into wider in-house training or CPD programmes (alternatively, a recording of one of the ~2 hour Interactive Webinar sessions could be used)
3. A Booklet Guide (Word or PDF) summarising the key points with supporting detail and worked examples for reference and self-study.



Ringfence™ GDPR Essentials Starter Pack

A set of Ringfence™ “best practice” templates to help any organisation quickly put in place - or improve their existing - IG framework in readiness for GDPR.

These have been designed to help organisations quickly achieve Cyber Essentials and/or IASME self-certification (if required), providing an industry recognised, basic level of IG assurance and competence.

The templates come pre-populated for the “AnyOrg” organisation (a fictional, yet realistic, non-emergency Patient Transport company) to demonstrate how they should be used.

The Ringfence™ GDPR Essentials Starter Pack contains:

- An **IT Overview** (Powerpoint) and **IT Summary** (Word) – these help create an accurate, high-level IT overview that anyone in the organisation can understand.

Establishing and maintaining a common understanding of the organisation’s IT, along with the underlying electronic Information Assets, is an essential pre-requisite before the central IG Controls Register is created.

- An **IG Controls Register** (Excel) – the central component where key Information Assets (both electronic & physical) are recorded and can be kept under regular review.

This includes Information Governance related Risks and current Controls in place, Senior Management Decisions relating to IG Risk Management and the tracking of agreed Improvement Actions.

Linking the IG Controls Register into the wider organisation’s Risk Management and Corporate Governance, with the right Senior Management ownership and support, is essential for effective, credible Information Governance.

- An **Incident Report Form** (Word) – to allow any IG Incidents to be properly logged, fully investigated and reported.
- A **Data Protection Policy** (Word), **Information Security Policy** (Word) and a **Policies Sign-off Sheet** (Word) – these help ensure that Data Protection, Information Governance & Security are properly and formally acknowledged by the organisation and by all individuals working within it, with expected standards being clearly set.
- A **Business Continuity Plan (BCP)** (Word) – ensures that the organisation has considered key disaster scenarios (including the impact on IT) and can demonstrate that effective plans are in place.
- A **Cyber Essentials & IASME Assessment** (Excel) – provides all the Cyber Essentials and IASME criteria, along with sample answers for the AnyOrg company, to help support self-certification (where required).

Delivery/format options:

1. Password protected electronic zip file sent via email.

Ringfence™ Information Governance & GDPR Masterclass

Provides a practical and more detailed understanding of GDPR and the related Information Governance issues within an interactive workshop environment:

- Understanding the Changing Digital World
- Adapting and Evolving Successfully
 - Protect Yourself & Your Organisation
 - Realise the Wider Benefits
- Group discussion using real-life scenarios and worked examples from the Ringfence™ GDPR Essentials Starter Pack

Delivery/format options:

1. A ½ day interactive workshop held in a suitable environment away from the office, facilitated and led by a Ringfence™ expert consultant.

Ringfence™ Information Governance / GDPR Consultancy

Ringfence™ can also provide specialist resources and expertise to help with:

- Understanding exactly where your gaps are and the options for addressing them
- Scoping any Information Governance improvements needed
- Embedding better Information Governance into your organisation's DNA through structured programmes of work

Delivery/format options:

1. On-site consultancy tailored to meet client specific requirements.

All Ringfence™ materials can be tailored to reflect any specific IG challenges or issues that clients are currently facing.

Any such customisations require separate consultancy to scope and then implement required changes, with commercials being based upon standard day rates.



Contact us

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