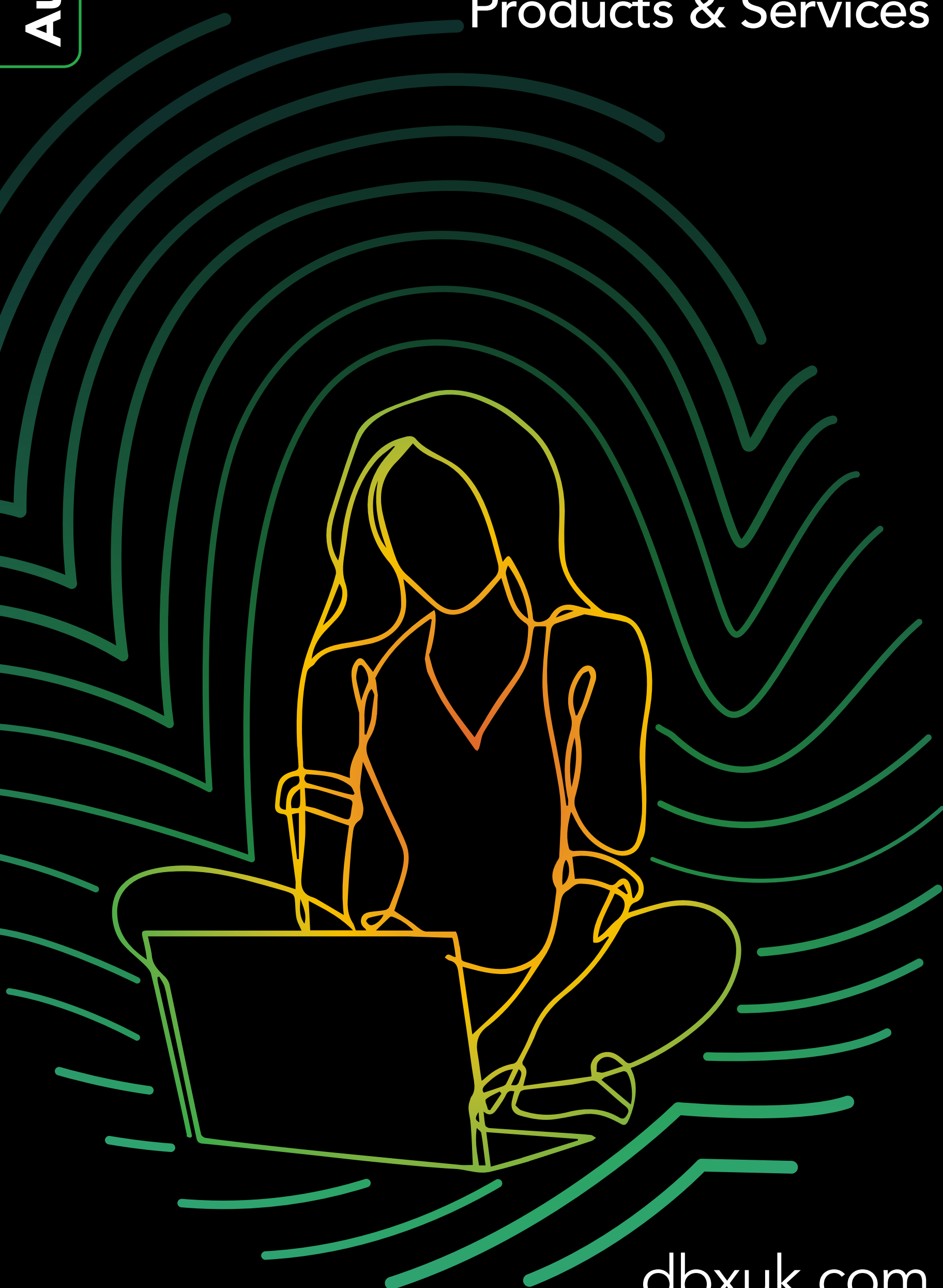


Autumn 2021

**databasix**  
bringing people and data together

# Data Protection Products & Services



[dbxuk.com](http://dbxuk.com)

# Bringing people and data together to change the way that data is collected, understood and used.

It's been a wonderfully busy Summer at Databasix; we've been responding to some super client feedback and insight, translating into even more new additions to our range of products and services.

As the world moves through the final months of 2021, data protection and privacy concerns are firmly at the top of the agenda. 'The Children's Code', hybrid working, the re-booting of the economy and a potential government review of UK data protection legislation are hot topics!

Just a few highlights from this edition of the catalogue:

- Training courses also now available 'on demand'
- Our new website Cookies training course
- Our Data Management products and services
- Some helpful new infographics
- Lots of new episodes of our CoffeePodcasts
- And, we introduce 'Finlay the shark' our new Data Subject Access Request mascot!

*We hope you'll enjoy thumbing through our catalogue. And, as ever, please do get in touch to discuss any of your data protection queries or concerns.*



**Kellie Peters**  
Data Rockstar  
& Chief Executive



## Considering changing or reviewing a system, application or network?

See our Data Management Service on page 17.

# In this edition of the Databasix catalogue

## Page 4: **Live and On-Demand GDPR Training**

Engaging, live sessions for you and your team. Training on-demand. Our training is relevant for all sectors, industries and organisational types.

NOW  
  
demand

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Flexible online training, outlining the fundamentals of data protection timed to suit you and your team



## Page 12: **Data Protection Services**

A portfolio of hands-on data protection services for your organisation



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Help for organisations who are in the throes of a Data Subject Access Request, other individual rights responses or a data breach



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We'll help you to get more from your data management resources



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Three sets of practical tools to help you manage your data protection challenges



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Webinars, 'Coffee-Podcasts' and a network of Data Protection Best Practice Groups



Prices shown in this catalogue are correct at the time of publication. Please visit our website for more information.

# GDPR Training

**Engaging, live sessions for you and your team.**

Our training is relevant for all sectors, industries and organisational types.



# Live

All of our sessions are delivered live, in real-time, by one of our data protection experts, and include a Q&A.

## Training on-demand

We're delighted to provide several of our sessions on-demand, so that you and your team can receive training at a time and place to suit them!

# on demand

Following completion of each course, delegates are issued with a certificate of attendance.

Visit [www.dbxuk.com/gdpr-training](http://www.dbxuk.com/gdpr-training) for more information or to book your place.

# Training Programme for Data Protection Officers / Leads

**Databasix offers a complete Programme of training sessions to support individuals with overall responsibility for data protection in their organisation.**

## Who's it for?

- Data Protection Officers
- Data Protection Leads
- Individuals with responsibility for GDPR
- Operations Directors
- Partners / COLP



## The Programme comprises the following modules from our GDPR Training courses:

- Role of the Data Protection Officer / Lead
- Choice of: 'Data Protection: an Introduction' or 'Handling Personal Data' (dependent on experience)
- Managing Data Breaches
- Handling Subject Access Requests
- Data Protection Impact Assessment
- Storage Limitation: Retention and Disposal

**Programme price: £760.00 +VAT per person.**

(Buying these courses separately would usually cost: £844.00 +VAT.)

Following completion of the Programme, delegates are issued with a certificate of attendance.

Visit [www.dbxuk.com/dpo-training](http://www.dbxuk.com/dpo-training) for more information or contact us at [info@dbxuk.com](mailto:info@dbxuk.com)

# GDPR Training

## Data Protection: Marketing Teams

Having an effective sales and marketing process in place for your business is critical to your growth plans. Just as important is ensuring that your sales and marketing teams understand the role that they play in complying with the General Data Protection Regulation.

### Who's it for?

Sales and marketing professionals and teams. Sales and marketing Directors, Manager and others who lead or oversee sales and promotional activity.



NOW  
on  
demand

Price: £85.00 +VAT

## Sharing Personal Data

The course will explain the basics of sharing personal data internally and with 3rd parties such as other third sector organisations, public bodies and data processors. The course covers: Data sharing and the law, what does data sharing mean?

### Who's it for?

All staff who are involved with sharing personal data. Operational Directors & Managers, Partners and others who lead or oversee activities involving the handling of personal data.



NOW  
on  
demand

Price: £69.00 +VAT

# GDPR Training

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## Handling Personal Data

The course will explain the basics of data protection including the practical implications of processing personal data as part of your role, and understanding the risks with handling personal data and storing personal data.

### Who's it for?

Any member of staff who requires refresher training or has recently returned to work. Anyone who has changed job roles and would benefit from reflection on the regulation. Supervisors, team leaders and Operational Managers.



NOW  
on  
demand

**Price: £69.00 +VAT**

## Data Protection: An Introduction

The course is aimed at anyone who is unfamiliar with the regulation or requires a refresh. Throughout the 60 minute training course, you will be asked a few questions to ensure that the course material is understood.

### Who's it for?

Essential training for any new starter, or anyone new to data protection. This session is also intended for anyone who is unfamiliar with the regulation.



**DATA PROTECTION**

NOW  
on  
demand

**Price: £69.00 +VAT**

# GDPR Training

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## Managing Personal Data Breaches

This course is designed to provide practical guidance on how you can manage a personal data breach, should you encounter one. This session covers: the definition of a personal data breach, the processes for incident response.

### Who's it for?

- Operations Directors
- Data Protection Officers
- Data Protection Leads
- IT Directors / IT Managers
- Office Managers
- Business Owners



**Price: £125.00 +VAT**

## Data Protection Impact Assessment

A Data Protection Impact Assessment (DPIA) is mandatory under the General Data Protection Regulation where the processing is likely to result in a high risk to the individual's rights and freedoms.

### Who's it for?

- Data Protection Officers
- Data Protection Leads
- Operation Directors
- IT Directors
- Project Managers
- Software Developers



**Price: £150.00 +VAT**



# GDPR Training

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## Storage Limitation Retention Schedules & Disposal

Storage Limitation is a core data protection principle and requires organisations to retain personal data for only as long as it is necessary for the purposes it is held. Delegates will understand how to create a retention schedule / understand the decisions that need to be made around disposal of electronic and paper records.

### Who's it for?

- Data Protection Officers
- Data Protection Leads
- Operations Directors
- HR Professionals / Directors
- Office Managers



**Price: £125.00 +VAT**

## Cookie Compliance for Websites and Apps

Cookies can be useful because they allow a website to recognise a user's device. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Without cookies or some other similar method, websites would have no way to 'remember' anything about visitors, such as how many items are in a shopping basket or whether they are logged in

### Who's it for?

- Marketing Agencies
- Data Protection Leads
- Website Developers
- Marketing Professionals
- Data Protection Officers



**Price: £85.00 +VAT**

# GDPR Training

## Handling Subject Access Requests

Under the General Data Protection Regulation (GDPR) an individual (Data Subject) has the Right of Access to his/her personal data that is processed by an organisation.

### Who's it for?

- HR Professionals
- HR Directors
- Operations Directors
- Business Owners
- Data Protection Leads
- Data Protection Officers
- Office Managers.



**Price: £125.00 +VAT**

## Role of Data Protection Officer / Lead

This course covers these roles in a practical context and provides delegates with the information they need to become more effective and efficient in their duties.

It includes; the tasks/duties that could result in a conflict of interest, the relationship between the DPO and senior management/Board of Directors, raising the profile of data protection with employees and when a DPIA is required.

### Who's it for?

- Data Protection Officers
- Data Protection Leads
- Individuals with responsibility for GDPR
- Operations Directors
- Partners / COLP



**Price: £250.00 +VAT**

# E-Learning Course

## Training timed to suit you and your team.

Our "GDPR for Business" E-Learning Course provides you with a practical understanding of the General Data Protection Regulation ("GDPR"). We use relevant examples throughout the course, as well as providing you with tips that can easily be implemented in your business.

Relevant for all sectors, industries and organisational types.



## Who is the course for?

All staff, managers directors/partners, especially in:

- Small and Medium size businesses
- Charities and not-for-profit
- Freelancers and independent consultants
- Companies based outside the EU

## Learning Outcomes:

By the end of the course you will:

- Understand the core GDPR Principles, individual rights and accountability
- Understand your responsibilities in processing personal data
- Be able to identify risks that could lead to a data breach
- Be able to determine the steps that you need to take to improve your approach to data protection

**Price: £49.95 +VAT**

**Study time:** Approximately 90 minutes

**Time limit to complete course:** 12-months

Following successful completion of the course, delegates are issued with a certificate of attendance.

# Data Protection Services

## Mapping Personal Data

To be able to make any decisions at all and to verify that you have satisfactory controls in place, you first need to know;

- What personal data you have and what kind of data it is
- Why you have it
- Under what legal basis you are processing it
- Where is it kept (which could be in Cloud systems all over the world)
- What formats it's kept in
- Who has access to it (internally and externally)
- How it is shared
- What controls are in place for it's security
- For how long you will keep it
- How you will remove and destroy it



## Mapping the personal data that you process

We work with you and key members of your staff to identify and map the personal data across your organisation. We use this information to create an information asset register that underpins all your data protection policies, informs your privacy policy, and strengthens your ability to respond to Data Subject Access Requests, data breaches and to uphold other Individual Rights.

**Price: from £1,925 +VAT**

# Data Protection Services

## Data Protection Policy Suite

We conduct a review of your privacy and data protection policies, controls and procedures and discuss their 'real world' application with you; from this we can identify any gaps that might exist.

Then, we work alongside you to produce tailored policies and supporting documents that reflect the reality of your operations.

We consider key risk areas for your organisation (e.g. remote working).

The resulting documents make it clear for your staff as to the organisation's expectations for handling personal data, covering key issues such as retention, disposal, and use of data.



**Price is according to the complexity/scale of the support required**

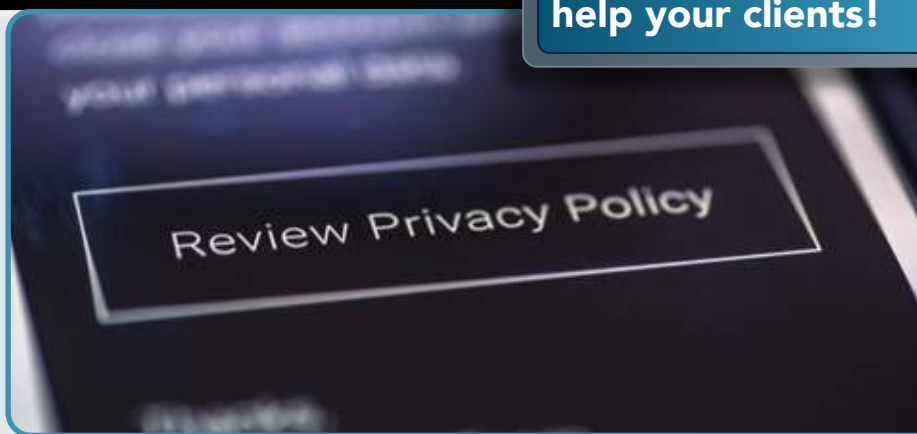
## Privacy Policy

We'll write a tailored Privacy Policy for your organisation or website.

Your Privacy Policy informs visitors, users and people who interact with your organisation about the management of their personal data (including tools such as Google Analytics on websites).

We'll identify if a Privacy Policy is mandatory (under data protection legislation) and we'll provide you with the essential information that your Privacy Policy must contain.

Critically, the information that it provides will be unique to your organisation.



**Web Developers:  
Get in touch to  
find out how we  
can help you to  
help your clients!**

**Price is according to the complexity/scale of the support required**

# Data Protection Services

## GDPR Audit and Implementation Plan

We review your current processes and policies, and discuss how they are practically applied within your business. Any compliance gaps or risks will be identified and a recommended course of action provided.

We author a written implementation plan that so that you can choose to take it forward internally or with external support from us.

A regular review of your current compliance position helps reduce the likelihood of unnoticed risk building up over time, and ensures you comply with the Accountability principle of data protection regulations.



**Price: from £2750.00 +VAT**

## Expert Hours

Got a question about a data processing activity? Need a review of a document? Want to know that you can pick up the phone to ask a question whenever you need to?

We provide Expert Hours, tracked against an upfront payment, giving you flexibility based around your need.

No matter how complex or simple the query, be assured that we'll always be there for you.



**Price: £70.00 +VAT**

per half hour (during normal UK office hours)

# Data Protection Services

## Data Protection Impact Assessment

If you're considering implementing new software involving high risk personal data then you'll be required to undertake a Data Protection Impact Assessment. For most organisations, this is likely to revolve around finance and HR systems, collecting special categories of data.

We will support to your Data Protection Lead / Data Protection Officer, step-by-step through this process, documenting findings and outcomes, and communicating with suppliers to support the resolution of risks or issues that are identified.



Price is according to the complexity/scale of the support required

## Retained Support

If your business is likely to need more regular ongoing contact, we offer the option of retained support, meaning we'll be on hand for general questions, reviews of documentation, providing advice on specific personal data projects or issues, and immediate guidance on handling data subject access requests or data breaches.

### There are four support packages

**Basic Package**, for smaller organisations that generally require regular-but-light support.

Price (per month)  
**£150.00 +VAT**

**Standard Package**, for small to medium sized organisations and those who want to carry out annual audits or need more in-depth support.

Price (per month)  
**£400.00 +VAT**

**Premium Package**, uber-hands-on support for corporations and large organisations, for whatever comes your way.

Price (per month)  
**£795.00 +VAT**

**Flexible Package**, comfort for businesses who want reassurance that we're on tap at the end of the phone or email, for those infrequent queries and support.

**Please enquire for pricing**

# Emergency Service

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## Rapid Response/Emergency Support

For organisations who are in the throes of a Data Subject Access Request, other Individual Rights responses or a data breach.

Getting expert help, fast, and in plain language, will make the situation easier for you to resolve.

### That's why we're here.

Data breaches, Data Subject Access Requests and dealing with Individual Rights: Data protection regulation demands that some situations receive a rapid response.

And, there are timescales to be obeyed; failure to comply with these compounds the impact (and the potential penalties).

- We'll provide guidance for dealing with the situation and support in establishing the appropriate response.

### Don't panic; just get in touch.

Price is according to the level of support required and is determined at the time of enquiry.



Helping you  
meet Subject  
Access Requests  
head-on...



# Data Management Service

**Considering changing or reviewing a system, application or network?**

**We'll help you to get more from your data collection resources**

We work with organisations to make their data work better, harder and more efficiently. This often includes helping to identify appropriate technical solutions to suit organisation budgets and specifications.

## How do we do it?

- Mapping your data
- System review and specification  
Conducting stakeholder analysis
- Examining data journeys, retention and lifecycle
- Facilitating workshops to understand data needs
- Identifying priority needs across stakeholder groups

## What are the outputs?

1. We highlight areas of good practice.
2. We make recommendations for improvement.
3. We prepare an implementation plan.
4. We work with you to implement the new systems, in tune with your organisational priorities.

## We're 'system agnostic'

We're not swayed by bells and whistles. Our aim is to support you to deliver a robust system that meets your organisational needs and just as importantly, will be adopted by your staff.

**And of course, this is all underpinned by our data protection expertise.**



Price is according to the complexity/scale of the support required

**Get in touch to have a confidential chat with one of our Directors:**

Email [info@dbxuk.com](mailto:info@dbxuk.com) Tel 01235 838507

[www.dbxuk.com/services/data-management-services](http://www.dbxuk.com/services/data-management-services)

# GDPR Toolbox

Our GDPR Toolbox provides Data Protection Officers, data protection leads and anyone else with organisational responsibility for personal data with a set of practical tools to help manage your data protection challenges.

See the pages that follow for the complete range of tools.

Our Data Rockstar has compiled the tools into three different 'albums' so that can choose the one that best suits your requirements.

**The Data Rockstar's Complete Collection**  
Comprising all 15 tools

**Price** (per month)  
**£100.00** +VAT



**Data Ninja Classics**  
Comprising tools from 1 to 9 inclusive

**Price** (per month)  
**£62.50** +VAT

**Toolbox Essentials**  
Comprising tools from 1 to 6 inclusive

**Price** (per month)  
**£25.00** +VAT

The Toolboxes are provided on the basis of a monthly subscription for a term of 12 months.

Please get in touch with us for full details.

**Email [info@dbxuk.com](mailto:info@dbxuk.com) Tel 01235 838507**

# GDPR Toolbox

1

## Your Data Protection Team

A register for the key details and action plans for your data protection leadership.



2

## Ways of Working

A structured series of short videos and PDF 'posts' for you to share with your staff to familiarise them with the baseline 'essentials' that everyone must know.



3

## Subject Access Request Log (SAR)

Helping you to manage individual records for each SAR as well as providing you with a dashboard 'log' to give you at-a-glance visibility of their status and management.



4

## Data Breach Log & Data Breach Forms

Breach Reporting Forms, so that you can record the details of the breach and help you to plan the action that you're going to take.



5

## Software Register

Registers to enable you to document software used throughout your organisation, including desktop and mobile devices, as well as your servers and plant machinery software.



# GDPR Toolbox

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6

## Staff Exit Checklist

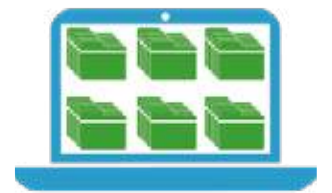
A checklist that walks you through essential checks and enables you to record that you have satisfied key controls.



7

## Information Asset Register

The go-to Tool to understand what data you hold, and why, where it is, who has access to it and how long you keep it for.



8

## Data Processor Checklist

A checklist that walks you through the key considerations when selecting organisations to process personal data on your behalf.



9

## Privacy Notices

An easy-to-follow guide to help you write your own privacy notice, explaining how you use personal data in your organisation.



10

## Legitimate Interests Assessment

An assessment form that helps you determine if Legitimate Interest is the appropriate legal basis for processing personal data and enables you to document your decision-making.



# GDPR Toolbox

11

## Data Protection Impact Assessment

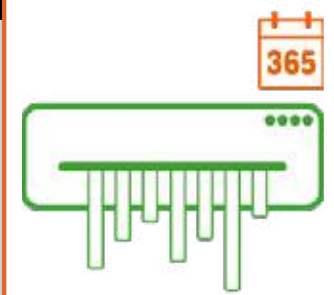
Assessment forms that enable you to decide if a DPIA is required, and if so, to identify, assess and document risks for your new data processing initiatives.



12

## Data Retention Schedule

A schedule that enables you to document retention periods for the personal data you process and review compliance.



13

## Cookies Policy

An easy-to-follow guide to assessing what cookies you use on your website, whether or not consent is required and writing your cookie policy.



14

## Your Data Protection Training Programme

Supports you in setting up an appropriate training programme for your staff and documenting delivery of the programme.



15

## Your Data Protection Internal Audit

Supports the review of your compliance at regular intervals and to prompt that changes or new innovations which are affected by data protection have been properly considered and documented.



# Databasix Coffee PodCAST )))

**Wow!**

More than **1600** Downloads



Thank you so much to all of our listeners around the world.

We're all about promoting and celebrating best practice that safeguards data protection and privacy. We produce monthly webinars, weekly 'Coffee-Podcasts' and run a network of **Data Protection Best Practice Groups**.

These are all free to join, participate and enjoy.



## Episode 60

**What's still to come in 2021?** Kellie Peters welcomes Samantha Alford of PPP Management to discuss data protection challenges for the remainder of the year.

A lively 15-minute chat, where the two data protection experts analyse the looming challenges of the data protection world; identifying the big risks to your organisation's data and providing insight and advice to support our listeners.



## Episode 44

**GDPR for Football and Tips for Clubs** with our Data Rockstars and their special guest Mick Livesey, from Oxford City FC.

They talk about the GDPR and the data protection in relation to football and our experts provide three useful tips for the club managers.



## Episode 35

**Remote Working: Cyber Attacks** with Kellie Peters, Regina Lally and their special guest Jennifer Tonner, from the John Morgan Partnership Ltd.

The costs of ransomware claims are increasing. Globally, ransomware attacks accounted for 31% of claims but 73% of what was paid out, making them disproportionately severe.

Our experts talk about the impact on organisations of the incidents of cyber-attacks that are fuelled by remote working and the pandemic.



# Supporting best practice in data protection and privacy

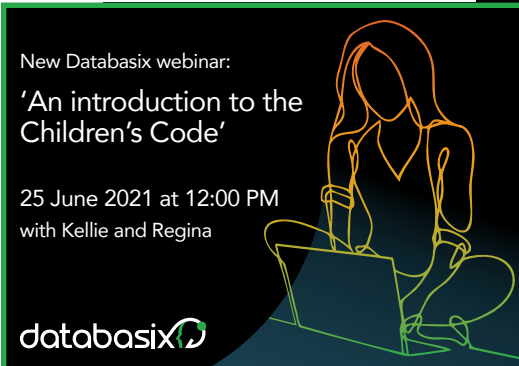
We're all about promoting and celebrating best practice that safeguards data protection and privacy. We produce monthly webinars, weekly **'Coffee-Podcasts'** and run a network of **Data Protection Best Practice Groups**.

**These are all free to join, participate and enjoy.**

## Webinars

Our monthly webinars pick up on the hot topics of the moment; topics that our clients tell us are important to them or that receive a lot of media/regulatory interest.

Over lunchtime on a Friday, we set out the background of the concern, highlight points for consideration and suggest action points that our webinar participants can take back to their organisations. Every webinar also comes with a Q&A opportunity, to pick the brains of our data protection expert; there and then!



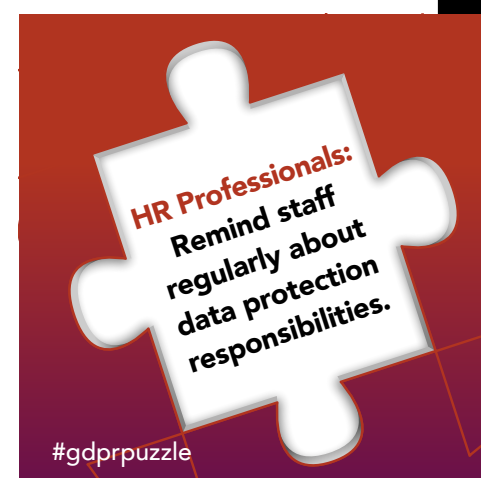
Visit: [www.dbxuk.com/webinars](http://www.dbxuk.com/webinars) to view our catalogue of webinars.

Follow Databasix on LinkedIn for news of forthcoming webinars and to register to participate.

## Regular Top Tips to support data protection

Keep an eye on social media for our Top Tips! Every other week, we publish tips and suggestions to help keep data protection front-of-mind and to spark thinking about managing risk.

Some of the facts and statistics we publish can be a little scary, but don't be afraid because help is always at hand;



## The Databasix Data Protection Best Practice Group

The Databasix BPGs bring together organisations of all shapes and sizes who wish to confidentially discuss and share knowledge of best practice in the management of data protection.

Sessions are 'structured discussions' led by our facilitators, with the content of each session is decided upon, in advance, by the members themselves.

**Email us at [info@dbxuk.com](mailto:info@dbxuk.com) for details.**





Bringing people and data together; to enhance the way that data is collected, understood and used.



**Your feedback  
on our GDPR  
training...**

**100%** of respondents  
agreed that the course  
met their expectations.

**supercharge your knowledge...**

[dbxuk.com](http://dbxuk.com)

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