





Have you designated a Data Protection Officer, as required by Art. 37 of the General Data Protection Regulation?



Are the role and tasks of the DPO clearly identified within your organization?

**Your Challenge?**

Are you in line with Articles 37 to 39 of the General Data Protection Regulation? To find out, you can answer these questions below:

Requirements	Yes/No
Have you assessed requirements to designate a DPO, and documented this assessment?	
Have you designated a Data Protection Officer and formalized the role within your organization?	
Do you have a proper channel of communication (inside and outside the company) to facilitate information transparency, to make it simple for data subjects to exercise their rights and to cooperate with the authority?	
Have you set up an internal governance as a support to the DPO (data protection steward, data protection team, steering committee, etc.)?	
Have you set-up processes related to data protection within the company (data breach, data subject requests, etc.)?	
Have you conducted any awareness and training activities to inform the members of your organization on data protection issues?	

Did you answer no to any of the questions above? We can help you and assist you in setting up the necessary measures to comply with the regulation.

**Our solution to your problem**

In certain cases, the General Data Protection Regulation (GDPR) requires the controller and/or the processor to designate a data protection officer. Related requirements are not always straightforward and easy to include in your business-as-usual activities. The function also requires a certain expertise on data protection as well as a good knowledge of the organization's sector.

Deloitte Luxembourg offers DPO as a service – a service by which Deloitte undertakes the external DPO-function and where our team of legal, privacy and cyber-experts advise and help monitor the compliance level of organizations.

**GDPR – DPO as a service**

- Inform and advise on privacy legislation/ guidelines
- Advise on the drafting and updating of procedures and policies
- Support on the completion of DPIAs (data protection impact assessments)
- Cooperate and act as the contact point for the supervisory authority
- Support on the operationalization of the processes related to data protection (data subject requests, personal data breaches, etc.)
- Monitor compliance with the regulation and follow up on existing controls



### How we will help in practice:

OBJECTIVES	MAIN ACTIVITIES
<ul style="list-style-type: none"> <li>• Inform and advise on privacy legislation/guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Inform and advise the controller, processor or employees, on any questions related to GDPR</li> <li>• Organise awareness sessions, and provide trainings to staff</li> </ul>
<ul style="list-style-type: none"> <li>• Advise on the drafting and the updating of procedures and policies</li> <li>• Support on the completion of DPIA's</li> <li>• Support on the operationalization of the processes related to data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the progress of the GDPR project within the entity:</li> <li>• Collect and analyse the current documentation</li> <li>• Organize workshops with the relevant stakeholders to review the procedures and/or policies, and to identify those that need to be drafted or updated</li> <li>• Ask for regular status to monitor and ensure that the DPIAs are completed</li> <li>• Participate to dedicated workshops to clarify outstanding questions, and to identify new support needs</li> <li>• Review the implemented processes related to data protection, and advise on areas of improvement</li> <li>• Be the contact point for the supervisory authority</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor compliance with the regulation and put controls for a regular check</li> </ul>	<ul style="list-style-type: none"> <li>• Organise meetings with key stakeholders in order to understand the different business Monitor compliance with the regulation and put controls for a regular check</li> <li>• Leverage on the existing control review mechanism</li> </ul>

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