On 25 May 2018, the European Union will implement the General Data Protection Regulation (“GDPR”) to enhance data protection rights for all EU individuals and unify regulation within the EU.

GDPR TOOLTIP

GDPR will bring fundamental changes to the way businesses process personal data of EU citizens. Our GDPR Toolkit enables firms to understand and practically address the challenges GDPR presents.

BENEFITS OF THE GDPR TOOLKIT

Alongside our range of GDPR advisory services and solutions, Duff & Phelps has developed a comprehensive and cost-effective GDPR Toolkit that will enable your firm to:

• Undertake your own **GDPR impact assessment** to identify and practically address gaps to meet obligations.
• Understand your data, where it resides in your firm and document **data flows** so you can manage your data and react quickly through a defined process to a data subject’s requests.
• Provide **transparency** and **assurance** to all your stakeholders that your GDPR framework and data security is robust, including your firm’s data.
• Generate **commercial advantage**, through using the Toolkit to obtain **external certification** of your data processing arrangements (such as ISO) to demonstrate good governance and compliance.

EMBED A ROBUST GDPR FRAMEWORK

Our Toolkit contains the important elements required under the Regulation, as well as practical guidance on how to apply the Toolkit to your business.

• Comprehensive governance framework that provides assurance to senior management and the board
• Policies and procedures to assist the role of the DPO
• End-to-end data handling procedures, including the ability to clearly document operational and IT processes for data flows
• Impact assessment on your business activities and IT applications
• Toolkits to manage technical aspects
• IT technical controls workbook to indicate gaps in your cyber security policies and systems
• Handbook on how to protect your organisation’s data that is easy to use and considers all operational aspects
• Tools to help you readily identify and comply with relevant evidential and disclosure requirements
• Logs across a range of areas to monitor, report and resolve matters effectively
• Training modules to assist you to achieve the desired outcomes of awareness and understanding within the firm
• Privacy notices and other communication forms that are ready to use
Tools and Functionality

A RANGE OF MATERIALS TO SUPPORT YOU PRE- AND POST-IMPLEMENTATION

Our Toolkit provides a wide range of forms, evidential logs, templates and materials to embed your GDPR framework effectively. This includes:

• Incident management and breach logs
• Complaints log
• Privacy impact assessment tool
• Security controls assessment matrix
• Data Protection report template
• Controller-Processor mapping workbook
• IT data mapping process template
• Data subject access request procedure
• Data Subject Request forms
• Monitoring procedures

PROVIDE TRANSPARENCY AND ASSURANCE TO STAKEHOLDERS

Interactive dashboards and functionality of the Toolkit allow you to monitor, log and report on GDPR-related activity and incidents. An example dashboard for breaches is shown below.

![Dashboard](image-url)
How We Can Support You

While firms can use the Toolkit on their own accord, Duff & Phelps can also provide a range of comprehensive advisory support and solutions to assist firms at all stages of their GDPR lifecycle.

Our dedicated GDPR Centre of Excellence - consisting of GDPR, compliance, data protection and cybersecurity specialists - brings a deep understanding of regulatory expectations, best practice and practical application of the requirements. This is backed by our Compliance and Regulatory Consulting Practice’s award-winning experience in governance, compliance and cybersecurity across the financial services industry.

In addition to our Toolkit, our broad range of GDPR services includes:

**GDPR FRAMEWORK AND TOOLS CUSTOMISED TO YOUR BUSINESS**
- Gap analysis of your firm’s GDPR arrangements against requirements
- Design and development of a GDPR framework fit-for-purpose for your business
- Policies and procedures across a range of GDPR areas
- Templates and compliance checklists, such as data security, notices, consents and contractual documentation
- Training modules with practical guidance

**PRACTICAL ADVICE AND SUPPORT THROUGHOUT YOUR GDPR JOURNEY**
- On-call and practical GDPR advice and assistance pre- and post-implementation
- Interim certified DPO role secondments and project management support to assist with implementing, delivering and monitoring your GDPR arrangements
- Security and regulatory breach assistance during/post the event, including cybersecurity attacks, investigations and regulatory enforcement cases

**ASSESSMENTS TO ANALYSE GAPS, RESOLVE ISSUES AND COMPLY**
- GDPR Data Privacy Readiness assessment that analyses your firm’s current data privacy policies and procedures to identify gaps, security risks and remedial measures
- Data Privacy impact assessment across projects and systems infrastructure
- Independent assurance assessments and testing of your GDPR arrangements

**OUR RECENT AWARDS INCLUDE**

- Compliance Consulting Team of the Year 2017
  Women in Compliance Awards

- Best Overall Advisory Firm in Europe 2016
  HFMWeek

- Best UK Multidisciplinary Consulting Provider 2015
  Alternative Investment Awards
About Duff & Phelps

Duff & Phelps is the premier global valuation and corporate finance advisor with expertise in complex valuation, disputes and investigations, M&A, real estate, restructuring, and compliance and regulatory consulting. The firm’s more than 2,000 employees serve a diverse range of clients from offices around the world.

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