



	Document Title or Description	Data Protection		IT Security Pack		GDPR Conformity	
		Basic	Full	Basic	Full	Basic	Full
STEP 1 Governance							
A	Compliance Project						
Template Workbook	Example GDPR Compliance Project Task list (includes readiness checklist)	x	x	x	x	✓	✓
Training material	An Introduction To GDPR (Video highlighting the main elements of GDPR legislation ~60mins)	x	x	x	x	✓	✓
Training material	Planning Compliance To GDPR (Video outlining some of the issues you need to consider during compliance project ~90mins)	x	x	x	x	✓	✓
Training material	Your GDPR Compliance Project (Video describing use of the Toolbox and compliance project in PC and Smartphone formats ~45 mins)	x	x	x	x	✓	✓
B	Management Responsibilities						
Template	Example Guide to Information Security Roles and Responsibilities (includes Management accountabilities for Personal Data, Roles for Focal Point for Information Security and Focal point for data protection program)	✓	✓	✓	✓	✓	✓
Template	Example Guide to legislation (includes key IT Security legislation)	x	✓	x	✓	x	✓
C	Focal Point for Data Protection						
Information	Example Role for Focal point for data protection program	✓	✓	x	x	✓	✓
Information	Information on Options For Filling Focal Point for Data Protection Program	x	✓	x	x	x	✓
Information	Information on Training Plan For Focal Point For Data Protection Program	x	✓	x	x	x	✓
D	Supervisory Authority						
Information	Information on ICO Registration Requirements	x	✓	x	x	x	✓
Information	List of EEA Supervisory Authorities and contact details	x	✓	x	x	x	✓
E	Record Keeping						
Template	Example Glossary Of Definitions	✓	✓	✓	✓	✓	✓
Template	Example Policy For Information Classification	x	✓	x	✓	x	✓
Template	Example Policy On Record Retention and Management	x	✓	x	x	x	✓
F	Product Review						
Information	Considerations for Product Review	x	✓	x	x	x	✓
G	Contracts						
Template	Example Non Disclosure Agreement	x	✓	x	x	x	✓
Information	Considerations for Protecting Data Transferred Outside EEA	x	✓	x	x	x	✓
Template	Example Controller Contracts Clauses for GDPR Requirements	x	✓	x	x	x	✓



	Document Title or Description	Data Protection		IT Security Pack		GDPR Conformity	
		Basic	Full	Basic	Full	Basic	Full
STEP 2 Protections							
A	Data Protection Strategy						
Template	Example Data Protection Policy <small>(including safeguards for international transfers)</small>	✓	✓	✗	✗	✓	✓
Template	Example Protections for Personal Data Policy <small>(Summary of Controls To Prevent Loss, Damage, Theft Or Compromise Of Personal Data)</small>	✗	✓	✗	✗	✗	✓
Template	Example Privacy by Design Policy	✗	✓	✗	✗	✗	✓
B	Security of Personal Data <small>Either as requirements defined in individual documents(pale blue) or requirements all defined in one document(pale green) - or a mixture of both</small>						
Information	Example role for Focal point for Information Security program	✗	✗	✓	✓	✓	✓
Template	Example Information Security Policy Combined <small>(All measures described in one document)</small>	✗	✗	✓	✓	✓	✓
Template	Example Information Security Policy Individual <small>(high level statements referencing individual documents)</small>	✗	✗	✗	✓	✗	✓
Template	Example Policy for Management Of Passwords	✗	✗	✗	✓	✗	✓
Template	Example Policy For Home And Mobile Working	✗	✗	✗	✓	✗	✓
Template	Example Policy for Management of Entry Controls <small>(Physical Security To Restrict Access To Premises And Equipment On A Need-To-Know Basis)</small>	✗	✗	✗	✓	✗	✓
Template	Example Policy for Environmental Controls <small>(Required for safe running of IT equipment)</small>	✗	✗	✗	✓	✗	✓
Template	Example Policy for IT Secure Configuration Requirements	✗	✗	✗	✓	✗	✓
Template	Example Policy for Patch Management <small>(Requirements for both Operating System And Applications)</small>	✗	✗	✗	✓	✗	✓
Template	Example Policy for Protecting Against Malware	✗	✗	✗	✓	✗	✓
Template	Example Policy for Secure Disposal Requirements	✗	✗	✗	✓	✗	✓
Template	Example Policy for Management Of Boundary Firewalls	✗	✗	✗	✓	✗	✓
Template	Example Policy for Access And Authentication	✗	✗	✗	✓	✗	✓
Template	Example Policy for Administrator Accounts	✗	✗	✗	✓	✗	✓
Template	Example Policy for Backup And Restore	✗	✗	✗	✓	✗	✓
Template	Example Policy for Data Transfer Requirements	✗	✗	✗	✓	✗	✓
Template	Example Policy for Removable Media	✗	✗	✗	✓	✗	✓
Template	Example Policy for Change Management	✗	✗	✗	✓	✗	✓
Template	Example Policy for Logging and Monitoring	✗	✗	✗	✓	✗	✓
Template	Example Policy for Vulnerability Scanning <small>(including Reviews Reports And Acting On Basis Of Scan Results)</small>	✗	✗	✗	✓	✗	✓
Template	Example Acceptable Use Guidelines	✗	✗	✓	✓	✓	✓
Template	Example Creating a Security Improvement Plan	✗	✗	✗	✓	✗	✓
Template & log	Example Policy For Asset Management <small>(Includes excel workbook for recording inventories of data , processing & other assets)</small>	✗	✗	✓	✓	✓	✓
Information	Example Objectives for Security Information Program	✗	✗	✗	✓	✗	✓



	Document Title or Description	Data Protection		IT Security Pack		GDPR Conformity	
		Basic	Full	Basic	Full	Basic	Full
STEP 3 Data Management processes							
A	The Projects Process						
Template & log	Example Privacy Impact Assessment Process (includes excel spreadsheet for recording PIA and a Privacy Impact Screening Checklist)	x	✓	x	x	x	✓
B	Lawful basis for processing						
Information	Information on Lawful Basis for Processing Personal Data	x	✓	x	x	x	✓
Template	Example Policy for Forms collecting Personal Data	x	✓	x	x	x	✓
Template	Example Privacy Notice Policy	x	✓	x	x	x	✓
Template & Workbook	Example Guideline for creating Privacy Notice (format based on ICO to include A- Reasons to Contact Us B- Our Services and excel workbook for easy creation of multiple privacy notices)	✓	✓	x	x	✓	✓
Template	Example Policy for Consent Management (and excel spreadsheet for recording)	x	✓	x	x	x	✓
C	Managing Subject Access Requests						
Template & Log	Example Subject Access Request Process (and excel spreadsheet for recording access request log)	✓	✓	x	x	✓	✓
Template	Example Guidelines When Responding to Subject Access Request	x	✓	x	x	x	✓
Template	Example Template Subject Access Request Sample letters	x	✓	x	x	x	✓
D	Response to Breach						
Template	Example Internal Breach Identification and Reporting Guide (Advice on how to recognise and report potential breach)	x	✓	x	✓	x	✓
Template	Example Process For Reporting Breaches To ICO (Identification of which breaches need to be reported and process for reporting)	✓	✓	x	x	✓	✓
Template	Example Template Letters For Reporting Breaches To Customers	x	✓	x	x	x	✓
Template	Example Policy For Incident Management	x	✓	x	✓	x	✓
Template & Log	Example Incident Response Plan (Including excel spreadsheet for recording breach log)	✓	✓	✓	✓	✓	✓
30+ Templates	Example Incident Response Plan Templates for running incident For example Contact Lists, rotas, meeting agendas, schedules etc	x	✓	x	✓	x	✓
Template	Example Policy for Business Continuity Plans	x	✓	x	✓	x	✓
Template	Example Business Continuity Plan	x	✓	x	✓	x	✓
Template	Example Policy for Disaster Response Planning	x	x	x	✓	x	✓
Template	Example IT Disaster Response Plan	x	x	✓	✓	✓	✓
Template	Example Office Disaster Response Plan	x	x	x	✓	x	✓



Document Title or Description		Data Protection		IT Security Pack		GDPR Conformity	
		Basic	Full	Basic	Full	Basic	Full
STEP 3 Data Management processes - Continued							
E	Working with Suppliers						
Template	Example Considerations For Customer Selection	x	✓	x	x	x	✓
Template	Example Requirements For Supplier Selection	x	✓	x	x	x	✓
Template	Example Policy On Supplier Management	x	✓	x	✓	x	✓
Template	Example Policy On Supplier IT Security and Data protection Audit and Process	x	✓	✓	✓	✓	✓
Template	Example Questions for Annual Supplier IT Security and Data protection Review	x	✓	x	✓	x	✓
Template	Example Questions for Supplier IT Security and Data protection Audit	x	✓	x	✓	x	✓
Template	Example Supplier Assessment Form	x	✓	x	✓	x	✓
F	Review of Personal Data Protections						
Template	Example Policy On Audit Internal Data Protection Policies	x	✓	x	x	x	✓
Template	Example Questions for Audit Internal Data Protection Policies	x	✓	x	x	x	✓
G	Management of Risk						
Template & excel register	Example Policy For Risk Management (and excel spreadsheet for recording risks)	x	✓	x	✓	x	✓
STEP 4 People							
A	Employment						
Template	Example Policy for Vetting of Employees	x	✓	x	x	x	✓
Template	Example Contract Employee Confidentiality Clauses	x	✓	x	x	x	✓
Template	Example Employee Privacy Notice	✓	✓	x	x	✓	✓
Information	Information On Vetting	x	✓	x	x	x	✓
B	Training						
Training material	Example Introduction to Data Protection (Presentation to Be Included During Induction)	✓	✓	x	x	✓	✓
Training material	Example Data Protection Requirements (Presentation and speaker notes Based On Standard Template Policies)	x	✓	x	x	x	✓
Information	Information on "Off the Shelf" Training Materials - Data Privacy and Protecting data	x	✓	x	✓	✓	✓
STEP 5 Data							
A	Mapping Personal Data						
Template & Workbook	Example Guidelines For Data Mapping Activity (Includes data collection review, review of external organisations, review of data stores)	x	✓	x	x	✓	✓
Template	Example Policy Documenting Processing Activities	x	✓	x	x	x	✓
Information	Information about requirements for documenting Processing Activities	x	✓	x	x	✓	✓