

Comet Business Global Solutions Ltd.

Regulatory Compliance Lead

Service Definition

Our Regulatory Compliance Lead assists clients internally on all matters relating to Governance, Risk and Compliance for the organisation both from an expert advisory perspective and delivery/implementation of the compliance.

Service Features

The main features of this solution include:

- Provide pragmatic regulatory compliance advice and guidance to the executive and colleagues
- The first point of contact for enquiries from colleagues on Regulatory Compliance specialist areas such as BCBS 239, Data Protection, Freedom of Information requests, GDPR, Crime & Disorder act, Safeguarding, Children Act, ePrivacy, Medical laws, etc., providing them with appropriate advice, guidance, and support.
- Maintain and continuously improve the Regulatory Compliance Framework e.g. up to date policies and standards being worked to, achieving, and maintaining compliance with both current and future legislation.
- Support and guidance to the Risk and Information Asset Owners in carrying out their responsibilities through proactive engagement, as well as the provision of good quality and up to date documentation to assist them.
- Provide specialist knowledge and expertise to ensure data protection by design at all levels e.g. security and privacy requirements for new ICT systems.
- Provide regular management reports to the Executive Leadership Team, Board and Committees as required.
- Provide advice and support to colleagues on regulatory compliance matters.
- Liaison with organisations processing data to provide assurance that proper processes and safeguards are in place.
- Design and deliver a responsive programme of education and training on all areas of regulatory compliance, supported by regular communications to colleagues to ensure knowledge is embedded throughout the organisation.
- Lead the regulatory compliance initiative ensure that it is managed appropriately, making sure that proper records of the status, risks, issues, actions, dependencies, are kept and reported to Leadership team, the Audit, Risk & Assurance Committee.
- Maintain, review, and regularly update the Security Operating Procedures document and any other relevant documentation in the light of changing legislation and best practice.
- Identify and understanding risks and opportunities arising from various legislative developments, reporting on the challenges for the business and making recommendations to address gaps and/or areas of non-compliance.
- Raise awareness of regulatory compliance with staff
- Undertake, monitor and/or advise on audits of compliance (including using ICO Accountability Framework, ISACA audit framework, NIST Privacy framework, NIST Security Framework, BCBS 239, Data Capability Maturity framework, Data Security & Protection toolkit standard)
- Advice on Data Protection exemptions for Freedom of Information (FO) requests.

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- End to end breach management, investigation, root cause analysis, supervisory reporting, guidance on the overall communication, privacy by design review, tighten processes/training and closure of breach with the regulatory authorities
- Act as a contact point for other regulatory audits such as CQC inspections, GIAA audits, Ombudsman reviews, etc.

Deliverables

Deliverables for this service include:

- Pragmatic regulatory compliance advice, guidance & management
- Complete Governance planning, strategy & implementation support
- Continuous audit & review of organisation-wide processes
- Contact-point for regulators and regulatory investigations
- Interaction touch-point for data subjects and stakeholders
- Assistance with toolkits design, build and submission
- Active management of Risks & Compliance
- Comprehensive level reporting on business engagements
- Training support to ensure effective business practice transformation & continuous education

Service Levels Features

We can tailor the number of days/service package to suit the client needs. We can combine this service with the Data Protection Officer as a Service or another Service.