

Information Governance & Regulatory Lead Advisory

Service Definition – G-Cloud 15

Comet Business Global Solutions Ltd

Company Number: 07662630

Registered Address: 8 Chesterford Road, London, E12 6LB

1. Service Overview

Comet Business Global Solutions Ltd provides a high-calibre Information Governance (IG) and Regulatory Compliance Lead advisory service, delivering the critical checks and balances required to operate effective governance frameworks.

Our SC Cleared specialists identify gaps between target risk states and real-world operations, ensuring organisations are audit-ready for the ICO, CQC, FCA, and other supervisory bodies. Our experience spans NHS national programmes and Tier-1 financial institutions.

2. Service Features

- Expert Information Governance leadership and regulatory advisory
- End-to-end management of FOI, EIR, and DSARs within statutory timescales
- Multi-jurisdictional regulatory advice (DPA 2018, DUAA 2025, BCBS 239, DPDPA, CCPA, Medical Law)
- Privacy by Design advisory and DPIA leadership for ICT and digital programmes
- Continuous improvement of IG frameworks, policies, and security operating procedures
- Leadership of breach and incident response, including root cause analysis and reporting
- Proactive engagement and documentation support for SIROs and Information Asset Owners
- Compliance monitoring across ICO Accountability, NIST, ISACA, and DSPT frameworks
- Design and delivery of workforce education and compliance awareness programmes
- Executive-level reporting for Boards, Audit Committees, and Risk Committees

3. Key Deliverables

Deliverable	Outcome
Strategic Governance Roadmap	Planned and prioritised IG and regulatory compliance strategy
Audit & Assurance Reports	Independent reviews of organisation-wide compliance and controls
Regulatory Liaison	Formal representation during inspections, audits, and Ombudsman reviews
DSPT Toolkit Submissions	Design, completion, and assurance of Data Security & Protection Toolkit
Action Plan Management	Tracking and delivery of GDPR and regulatory remediation actions

4. Service Benefits

FTE efficiency is achieved by delivering mandated information governance and compliance roles without the cost and overhead associated with permanent staffing.

Regulatory certainty is provided through clear, authoritative interpretation of legislation, translated into practical and actionable operational guidance.

Reputation protection is supported through effective handling of complaints, appeals, and regulatory correspondence, helping to manage regulatory and public scrutiny.

Reduced risk exposure is delivered by early identification of legislative and regulatory change, preventing compliance gaps before they arise.

Operational resilience is strengthened through robust audit and incident response capabilities, informed by experience supporting national infrastructure and regulated environments.

5. Service Levels & Quality

Professional Accreditation	Response Times	Security Vetting	Engagement Flexibility
CISA, CISSP, ISO Lead IG Specialist	Standard queries within 1 business day; urgent breach support within 4 hours	SC Cleared audit lead	Fractional, retained, or project-based

6. Offboarding & Data Extraction

At the conclusion of the engagement, clients receive a comprehensive Compliance Handover Report. All Records of Processing Activities (RoPAs), DPIAs, breach logs, and supporting documentation are returned in open, standard formats (CSV/PDF) to ensure continuity with successor IG leads or internal teams.