

Data Protection and Privacy Services

Purpose:

To provide data protection and privacy consultancy to reduce your privacy risks and help ensure compliance with legislation.

Overview:

Actica can provide expert security advice on all aspects of data protection and privacy, including the Data Protection Act (DPA), the Privacy and Electronic Communications Regulations (PECR) and the UK General Data Protection Regulation (UK GDPR).

Our consultants can develop a Data Protection Impact Assessment (DPIA) at any stage of a project, programme or system implementation to help you implement privacy-by-design and privacy-by-default best practices. We can help you understand the data ownership and control issues for complex multi-organisational systems and implement appropriate data governance and lifecycle processes. We have an in-depth understanding of the DPA, PECR and GDPR and can assess your current compliance, identify any required actions to improve compliance and help you implement them. We can assess the data protection and privacy compliance of your cloud systems, including data location, erasure, access, anonymization and portability issues. We can provide advice to the development and implementation of strategies, plans and systems for security monitoring and incident management.

Planning:

- Data Protection Impact Assessment (DPIA) to Information Commissioner's Office (ICO) guidelines
- Impact assessment of the General Data Protection Regulation (GDPR)

Set-up and Migration:

- Data Protection Impact Assessment (DPIA) to Information Commissioner's Office (ICO) guidelines
- Privacy-by-Design and Privacy-by-Default implementation
- Data ownership, lifecycle and governance implementation

Quality Assurance and Performance Testing:

- Data Protection Impact Assessment (DPIA) to Information Commissioner's Office (ICO) guidelines
- Data Protection Act compliance assessment
- Cloud-specific privacy assessment
- Data subject rights including notice, access, rectification, objections and restrictions

Security Testing:

- Proportionate Accreditation and Assurance support

Training:

- User awareness and training
- Privacy-by-Design workshops and training

Ongoing Support:

- Data handling assessments in accordance with the SPF, including governance and culture
- Data Protection Impact Assessment (DPIA) to Information Commissioner's Office (ICO) guidelines
- Data location, erasure, access, anonymization and portability support
- Security monitoring and breach reporting

Information Assurance:

We can provide relevant data protection and privacy advice for services of any classification. We

employ security cleared personnel who operate with information at all levels of the Government Security Classification Policy (GSCP). Our systems are approved to hold classified information.

Pricing:

This service is priced based on anticipated resource requirement. Resources will be charged in accordance with the agreed SFIA day rates. Two pricing options are available:

- Firm price. The firm price will be based on the anticipated resource requirements including provision for risk. Provision for travel and subsistence cost will be made. Payment will be required against achievement of agreed milestones. Details will be specified in a price quotation provided and agreed before service commencement.
- Limit of liability. The limit of liability will be agreed based on an anticipated resource requirement. Charges will then be made monthly in arrears against resource effort expended. A limit of liability will also be agreed to cover travel and subsistence. Travel and subsistence costs will be charged at cost monthly in arrears against cost incurred.

Service management details and constraints:

Our service is subject to ISO9001 certified quality controls. A lead consultant shall be appointed who will have responsibility for liaising with the client and managing the Actica team providing the required services. In addition a Project Authority will be appointed who is normally a Director within the Company who will act as the point of escalation. We support our clients on-site, via email or by telephone, during standard office hours and with a 1 business day response time to acknowledge support requests.

Data backup and recovery:

Where our staff use infrastructure and information provided by our clients, it is the clients' policies and procedures that prevail. Ordinarily, our consultants are supported by our own infrastructure up to, and including OFFICIAL, and we have facilities for higher classification information to be received, stored and transmitted. Our consultants' laptops and our corporate systems are backed up regularly and our corporate Disaster Recovery Strategy and Plan ensures that we are able to continue to provide services to our clients in any event.

On-boarding/off-boarding:

For all of our assignments we operate our standard on-boarding/mobilisation activities. At assignment closure, we undertake a review and ensure that skills have been transferred to client staff where appropriate.

Ordering and invoicing process:

Specific details of the clients requirement should be sent to cloud@actica.co.uk. Following discussions about your requirement Actica will send a fully priced proposal detailing the services to be provided. Once approved a valid purchase order should be sent to finance@actica.co.uk for processing. Once the work is completed and accepted by the client Actica will invoice the client for the work. Payment is expected within 30 days. We are able to use a range of electronic purchase and payment systems (e.g. CP&F).

Consumer responsibilities:

The Consumer should appoint a single point of contact for reporting purposes.

Contact Details

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