

# How to achieve sustainable compliance with GDPR?



To be sustainably compliant with GDPR, it is inevitable that the authorized persons – employees have practical information on working procedures to ensure compliance with GDPR. The information needs to be specifically targeted depending on the positions of the employees and the tasks they are normally involved in.

*Key information to employees should be provided after completing the implementation project as well as periodically and during on-boarding:*

- Details about the purposes of personal data processing in the organization
- Details about relevant retention periods of personal data
- Information on relevant internal processes to ensure rights of Data Subjects
- Practical principles how to appropriately and safely work with electronic and paper documents
- Information on identification and timely reporting of security incidents

There is a risk that in spite of implemented safeguards, the organization may fail to comply with GDPR due to an insufficient level of employees' awareness, and a lack of instructions specific for their positions/units.

*Our professionals not only have practical experience with implementation projects in companies of various sizes and sectors, but they also provide practical personal trainings for employees. Our team will also develop a general GDPR training system for your staff, including specific recommendations and forms of training.*



## A wide range of our services:

- **Training in form of e-learning**
  - available to any number of trainees, including customization of content and language versions

Regulators recommend training on personal data protection at least once a year. E-learning is the easiest way to provide instructions to your employees.

- **One-day personal training, focused on main principles and practical obligations under GDPR.**
  - General training suitable for a wide range of employees.
- **Personalized training for selected key employees; its content is adapted to fit a specific group, such as client-facing staff**
  - The content is fully tailored to your environment and conditions as well as categories of trainees (e.g. front-office staff, back-office staff, sales representatives etc.).

Practical implications for the organization: mandatory documentation, publicly available information for Data Subjects, practical principles to safely handle and work with documents and data, procedures for reporting personal data breach incidents.

- **Preparation of tailored training materials, as a presentation, or in printed form**
  - can be accessible to employees on a regular basis (with the fully-adapted content)



## Contact



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