

PROCESS-DRIVEN DATA PRIVACY FOR TOTAL PEACE OF MIND



WE COMBINE THE POWER OF PEOPLE AND TECHNOLOGY

EMPOWER YOUR BUSINESS WITH THE EXPERTISE YOU NEED



DATA PRIVACY EXPERTS

PERSONALISED SUPPORT

- A dedicated team supporting your business
- Interdisciplinary team made up of data protection specialists, lawyers and information security experts
- International and industry-specific experience

One trusted point of contact to provide you with individualised support



YOUR COMPANY

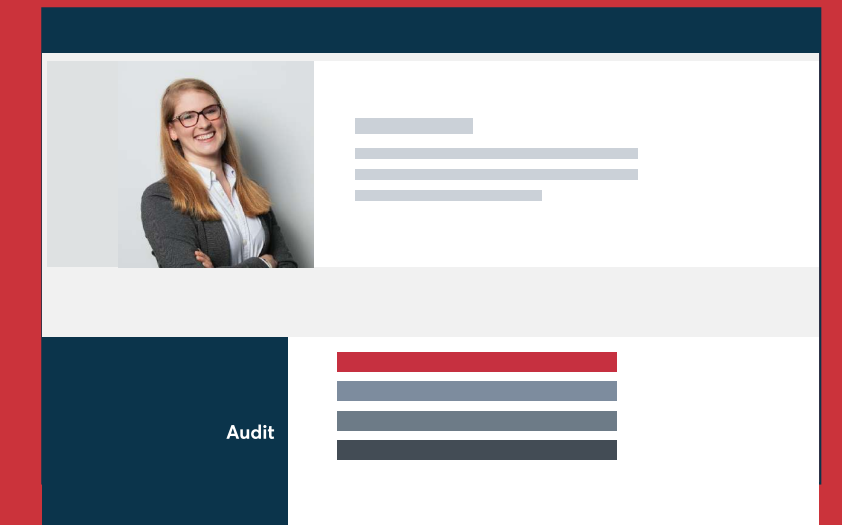
KEY CUSTOMER BENEFITS

- A "Single Source of Truth" for your company's data protection
- Auditing of all core and support processes
- Long-term management of your company's data protection activities
- Minimize your compliance risk
- Lower your Total Cost of Ownership for data privacy

Our solution combines the best of both worlds, personalised consultancy and powerful technology, to offer the most robust and all-in-one solution



PLATFORM



DIGITAL WEB PLATFORM

- Documentation of, data processing activities and prioritised recommendations for action
- Dashboard for project management, task tracking and progress oversight
- Reliable updates on data protection via exclusive privacy dossiers
- Academy provides data protection training for all employees

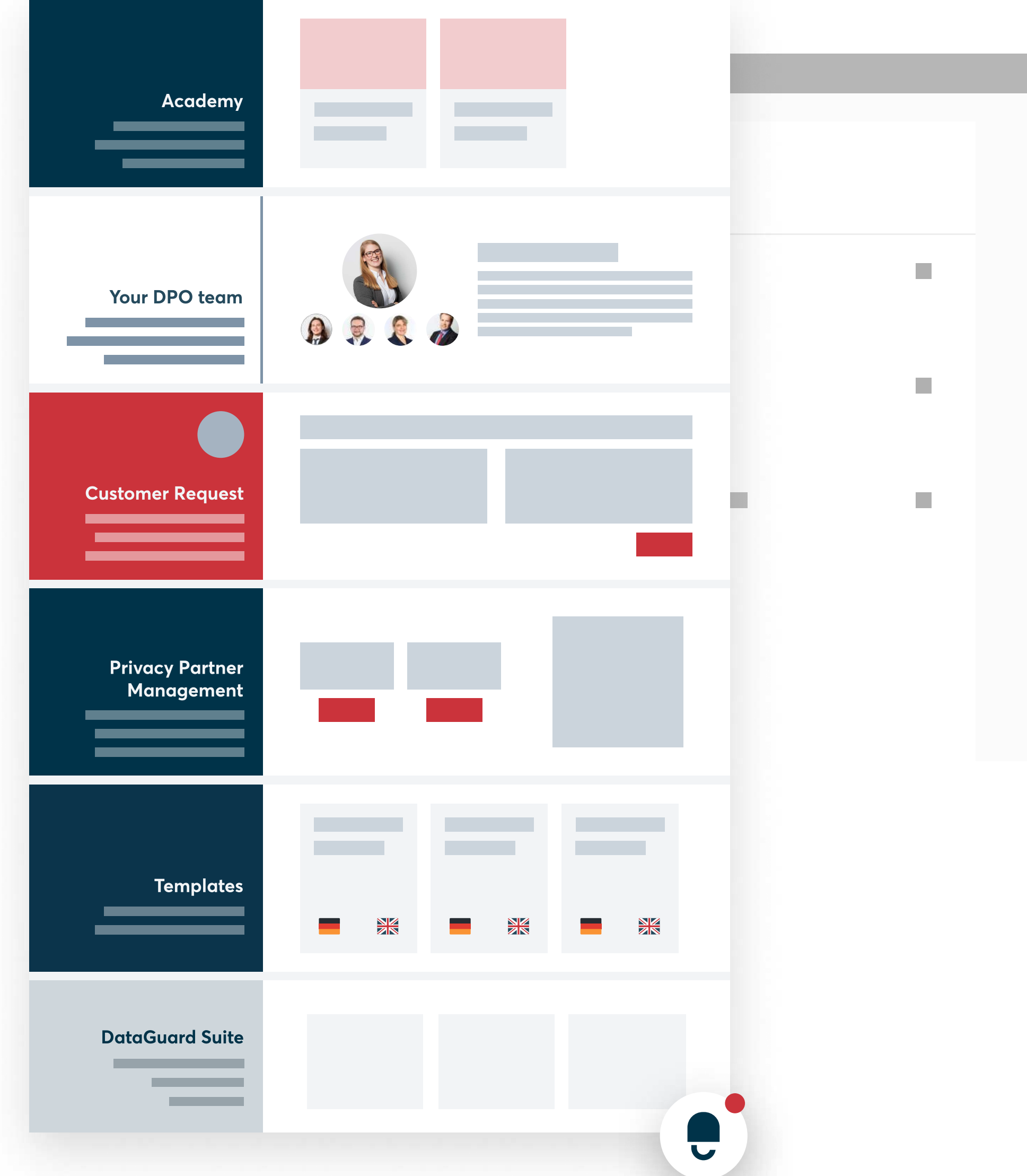
Intuitive, process-driven management of data protection



OUR PLATFORM



FEATURE OVERVIEW




1. Audit

Our intelligent audit asks questions that are tailored to your industry. Together with your DataGuard expert, you can assess your current privacy compliance status.

2. Continuous Support

To help you stay privacy compliant, our platform offers numerous additional features and acts as a hub for all your privacy to-dos and documentation.






1

Audit Questionnaires

The PICs will complete the detailed questionnaires of their respective departments.



Core processes


Sales

Procurement

Finance

Human Resources


IT




2

Evaluation

Examine - Evaluate - Analyse
Preparation of the telephone audit. We prepare questions to gain a better understanding of you and your company.






3

Telephone Audit

Phone conference between the designated PICs and the DataGuard specialist to clarify existing or open questions.
Conclusion of the analysis.



Core processes


Sales

Procurement

Finance

Human Resources


IT





4


Documentation


Summary of the jointly developed results. Preparation of documents and recommendations for action.



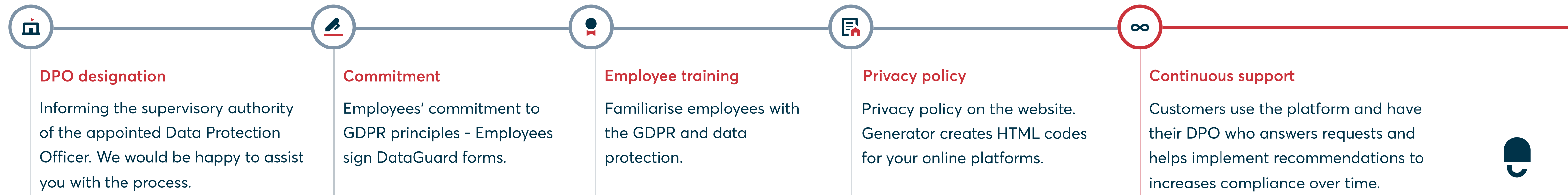
 Telephone audit logs

 Records of processing activities

 TOM

 Recommendations for action

Employees & Website



1. Audit

Our intelligent audit asks questions that are tailored to your industry. Together with your DataGuard expert, you can assess your current privacy compliance status.

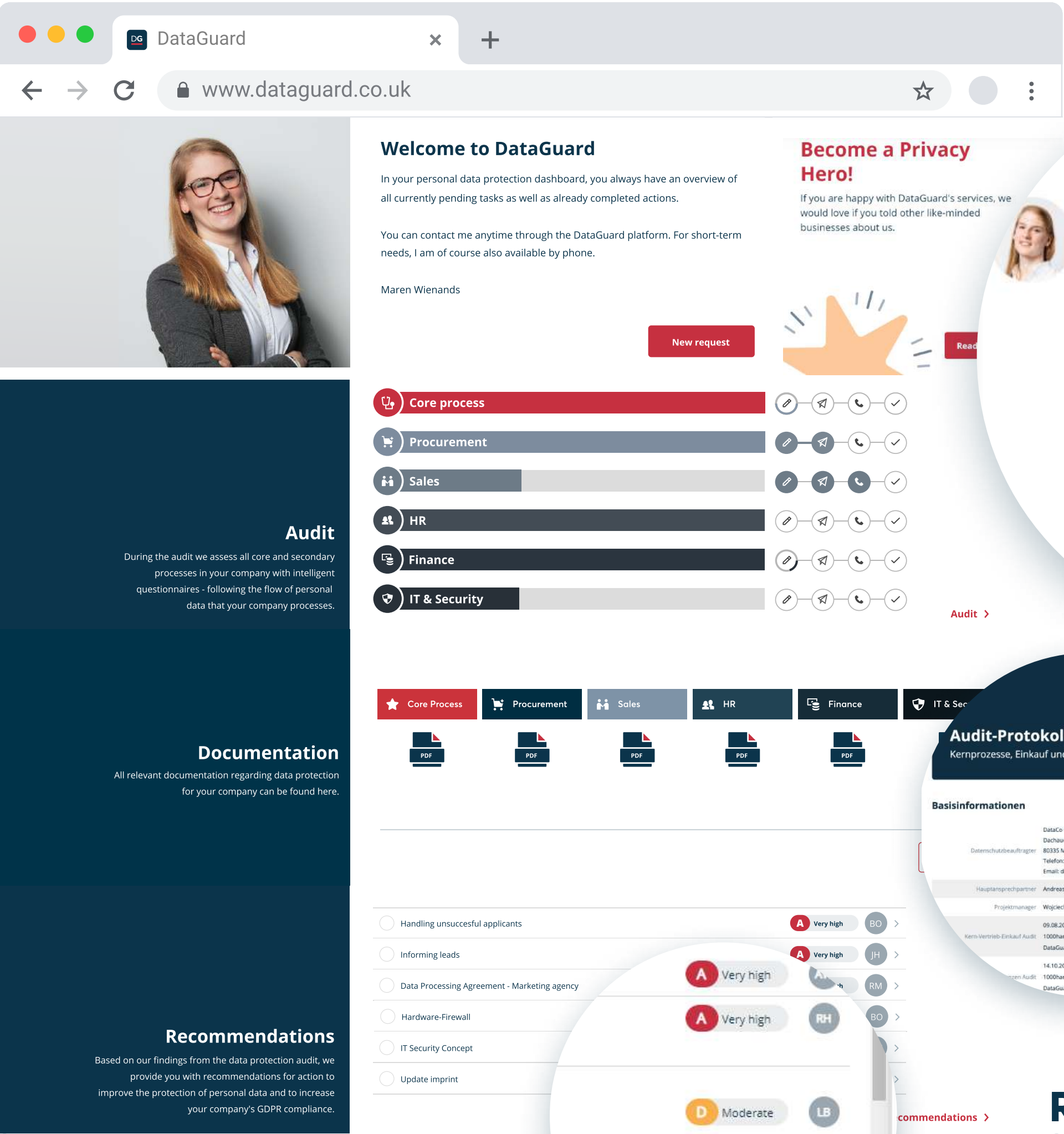
2. Continuous Support

To help you stay privacy compliant, our platform offers numerous additional features and acts as a hub for all your privacy to-dos and documentation.



AN ALL-IN-ONE PRIVACY SOLUTION

GET PRIVACY UNDER CONTROL – AT YOUR OWN PACE



Dashboard

Your overview for all activities in the platform and your current compliance status. Manage your privacy from a **secure single source of truth**, with everyone in your team using the same technology.

Audit

By answering six audit questionnaires that we discuss in detail via follow-up calls, we can paint a detailed picture of your businesses' **data processing activities**.

Documentation

Using the data we collect during the audit, **we create a full set of updated compliance documentation for you**. Versioning ensures that any changes are applied to all documents, **saving hours of manual work**.

Recommendations

Together, we tackle the biggest red-flags first: get a **prioritised to-do list** to implement compliance.



AUDIT OVERVIEW, PROCESSES & TOOLS (1/4)

The initial privacy audit via industry-specific questionnaires takes about 3-6 months
(first step: select applicable processes and tools)

Personio ✕

Microsoft Outlook ✕

Tool (optional)

acom Account Payable Automation

act-on

Acumatica

Adaptive Insights

Ac

Primary and secondary process assessment

Email and Internet use

Geodata within employment


Termination of employment

Internal HR recipient

External HR recipient

HR

Application process / Applicant data



104

Do you make enquiries with the applicant's former employers?

☒ Yes

☐ No

105

Do you obtain consent of the respective applicant before doing so?

☐ Yes

☐ No

106

Do you research information about applicants on the Internet?

☒ Yes

☐ No

109

What information do you collect on business trips?

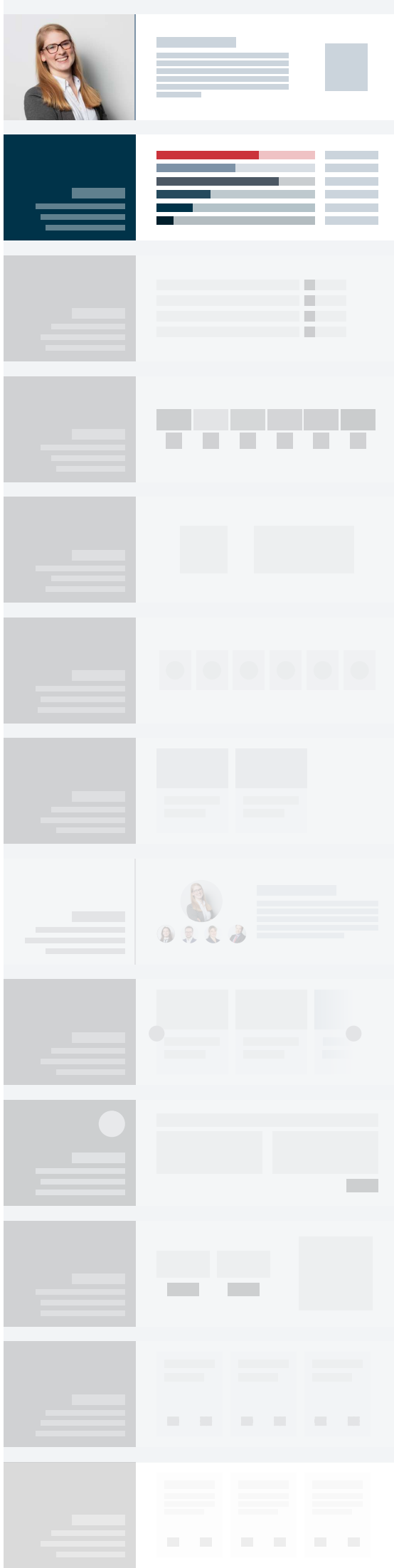
☒ Data that you can only see if you are present

☐ Data visible only for each member

Back

Privacy policy

Legal notice



INDUSTRY-SPECIFIC QUESTIONNAIRES (2/4)

During the audit we collect 800-1,500 data points about your company using intelligent questionnaires, which comprise our core and secondary process audits

The screenshot displays the DataGuard web application interface. The browser address bar shows 'www.dataguard.com'. The left sidebar contains a navigation menu with categories like 'HR', 'Application process', 'Applicant data', 'Unsuccessful applicants', and 'Travel expenses'. The main content area is titled 'Which data of applicants are processed?' and features a list of data points with checkboxes. A red callout box points to the checkboxes with the text 'Checkboxes = easy to answer'. Below this, a question '104 Do you make enquiries with the applicant's former employers?' is shown with radio button options 'No' and 'Yes'. A second red callout box points to the next question, '105 Do you obtain consent of the respective applicant before doing so?', with the text 'New questions appear based on your responses'. The interface includes a 'Next' button at the bottom right.

103 Which data of applicants are processed?

- ☒ Account details
- ☒ Address
- ☒ Age
- ☒ Certificates
- ☐ Credit score
- ☒ Email address
- ☐ Ethnic origin
- ☐ Nationality
- ☐ Number of children
- ☐ Party membership
- ☐ Photo
- ☐ Police clearance certificate
- ☐ Political views
- ☐ Religious affiliation
- ☐ Resume/career path
- ☐ Sex
- ☐ Sexual Orientation
- ☐ Social security number
- ☐ Tax ID
- ☐ Telephone number
- ☐ Title
- ☐ Trade union membership

104 Do you make enquiries with the applicant's former employers?

☐ No
☒ Yes

105 Do you obtain consent of the respective applicant before doing so?

☐ No
☐ Yes

Next

Checkboxes = easy to answer

New questions appear based on your responses



EVALUATION OF AUDIT DATA (3/4)

Our platform automatically evaluates your answers and generates guidelines (highlights, flags, suggestions), which your expert will discuss with you during follow-up sessions

IT

Guideline

Audit Report

Audit Call Report

Conversation guide for DPOs

IT

× +

☆ ● ⋮

Company is listed in the business register.

Several shareholders.

Company is not a public limited company.

Transactions are taking place or have taken place.

3. Strategy

Q261. No corporate strategy development is carried out.

4. Conformity

Comment

The way that compliance management is handled is that each business unit takes care of their own compliance

Q262. The company has a data protection management.

Q263. The company has a compliance management

Company structure

Process is used to manage internal structure

1. Company information

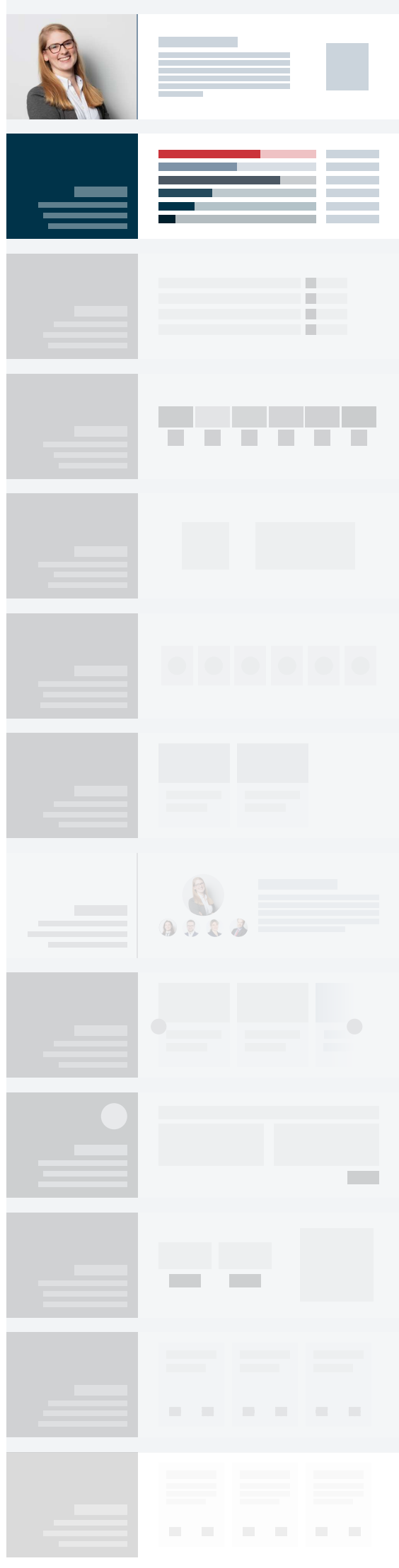
Comment

256: We will follow up on the legal notice during the

Q255. The company is registered in the commercial register.

Q256. The company has no legal entity.

Inconsistencies are flagged



DOCUMENTATION CREATION (4/4)

You will receive roughly 100 pages of documentation which has been automatically generated based on audit output, which is checked by your expert

bgDataGuard

www.dataguard.co.uk

☆

Procurement | Procurement process

RECORDS OF PROCESSING ACTIVITIES

Information on processing activity pursuant to Art. 30 (1) GDPR

General information

| | |
|-------------------------|--|
| Controller | Data Co |
| Joint Controller | --- |
| Data Protection Officer | DataGuard |
| Supervisory authority | Berlin Commissioner for Data Protection and Freedom of Information |

General information: Procurement

| | |
|-----------------------------|--|
| Type of processing activity | Procurement Process |
| Purposes of the processing | The processing of personal data serves to process and fulfill contracts relating to procurement. |

Purposes of the processing


| | |
|-----------------------------|--|
| Categories of data subjects | Suppliers |
| Categories of personal data | First Name Surname Address Email Address Mobile Number Gender |



ALL DOCUMENTATION STORED IN ONE PLACE

Download all data protection documentation and upload your own documents

DataGuard

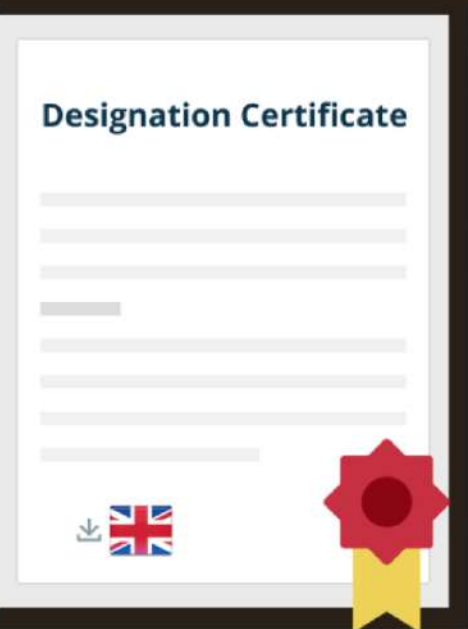










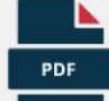









Welcome to Documents

Here you will find all of your data protection documentation, clearly separated in different categories.

- Maren Wienands

Designation Certificate



| Document Type | Core Process | Sales | Procurement | HR | Finance | IT & Security |
|----------------------------------|---|---|---|--|--|--|
| Audit Reports | <div><div>Audit Report</div></div> | <div><div>Audit Report</div></div> | <div><div>Audit Report</div></div> | <div><div>Not available</div></div> | <div><div>Not available</div></div> | <div><div>Not available</div></div> |
| Records of Processing Activities | <div><div>RPAs</div></div> | <div><div>RPAs</div></div> | <div><div>RPAs</div></div> | <div><div>RPAs</div></div> | <div><div>Not available</div></div> | <div><div>Not available</div></div> |
| Recommendations | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> |



YOUR ACTION PLAN FOR IMPLEMENTING PRIVACY

Automatically issued recommendations give you a privacy action plan and enable you to collaborate with your team by assigning tasks and setting due dates

Recommendations

Unsolicted application

Enquiries with former employers

Research on social networks without business relation

Informing unsuccessful applicants

Storage of unsolicited applications

Emergency prevention

Disaster Recovery Plan

Emergency Situations - Documenting the Administration Access

Critical Systems - Redundancy

Penetration Tests

Penetration Tests - Regularity

Application process

Enquiries with former empl

Religious affiliation of an an

04.06.2021

A

Very high

KG

01.02.2021

B

High

LB

21.05.2021

B

High

KG

C

Significant

Camera Provider - DPA

Please provide proof of completion:

Comment:

Submit

Drag files here to upload them.

A vertical strip of various UI components including a user profile, navigation menu, charts, and data tables.

DataGuard logo.

1. Audit

Our intelligent audit asks questions that are tailored to your industry. Together with your DataGuard expert, you can assess your current privacy compliance status.

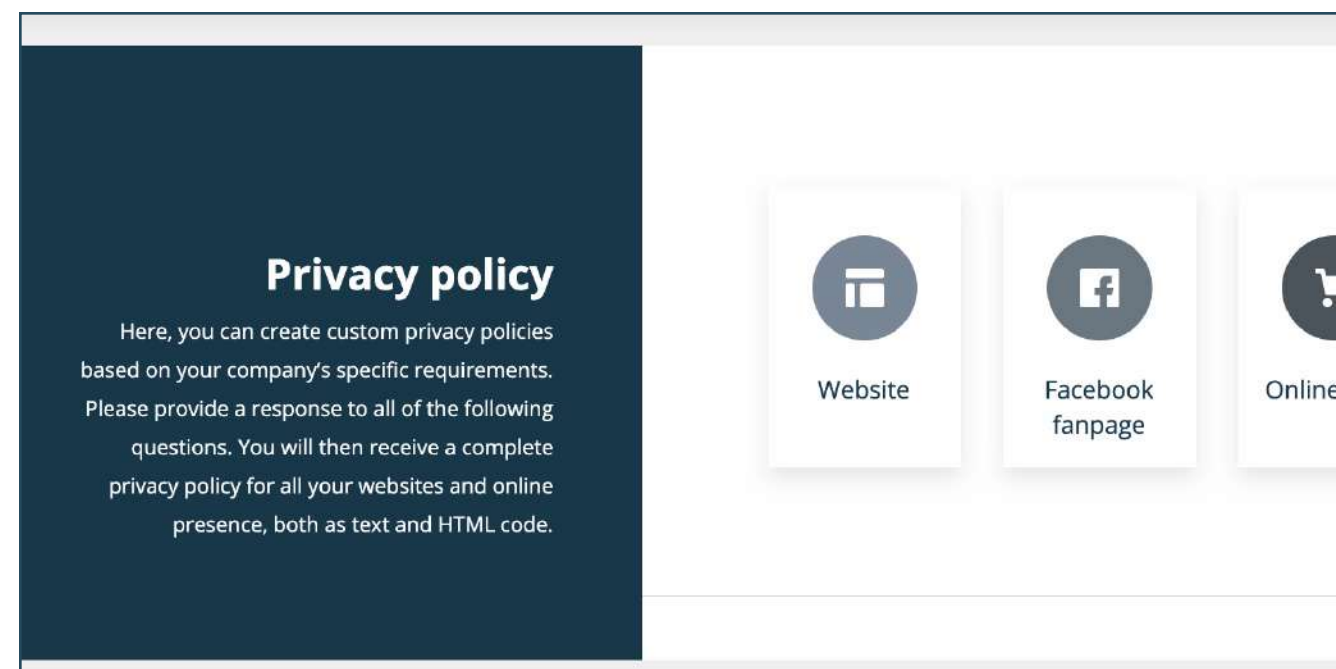
2. Continuous Support

To help you stay privacy compliant, our platform offers numerous additional features and acts as a hub for all your privacy to-dos and documentation.



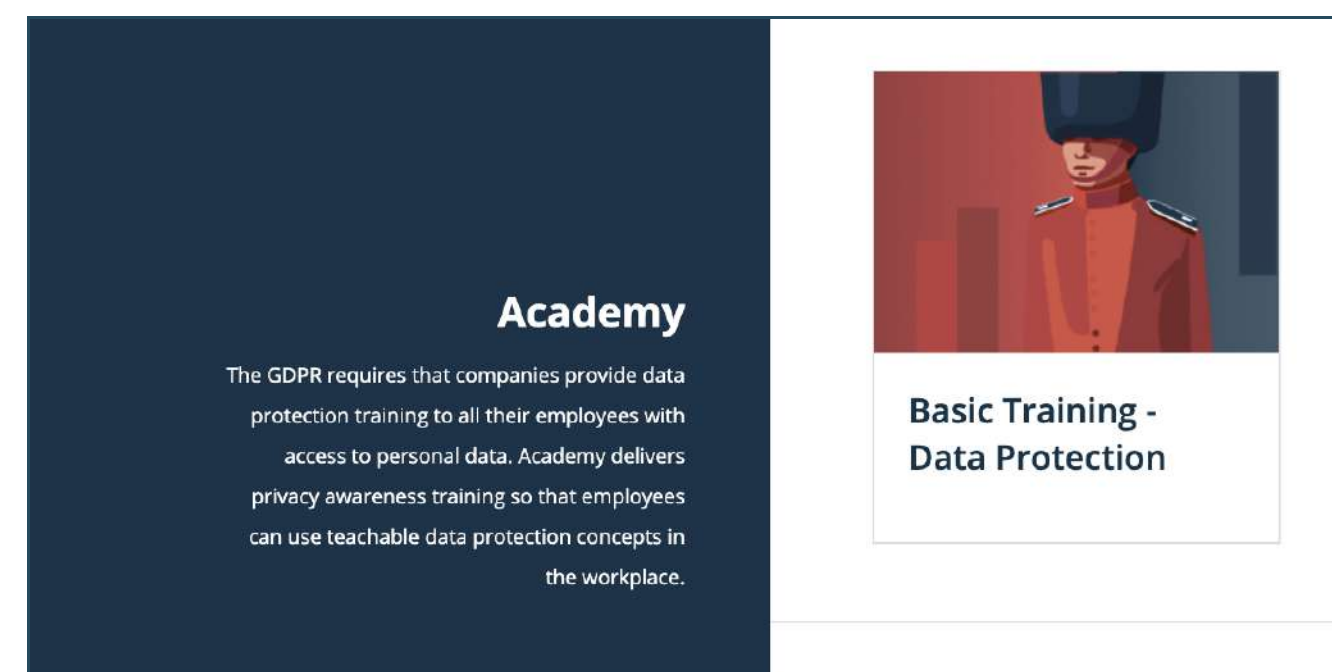
FAST TRACK YOUR PRIVACY TO-DOS

SAVE TIME ON EACH AND EVERY COMPLIANCE TASK



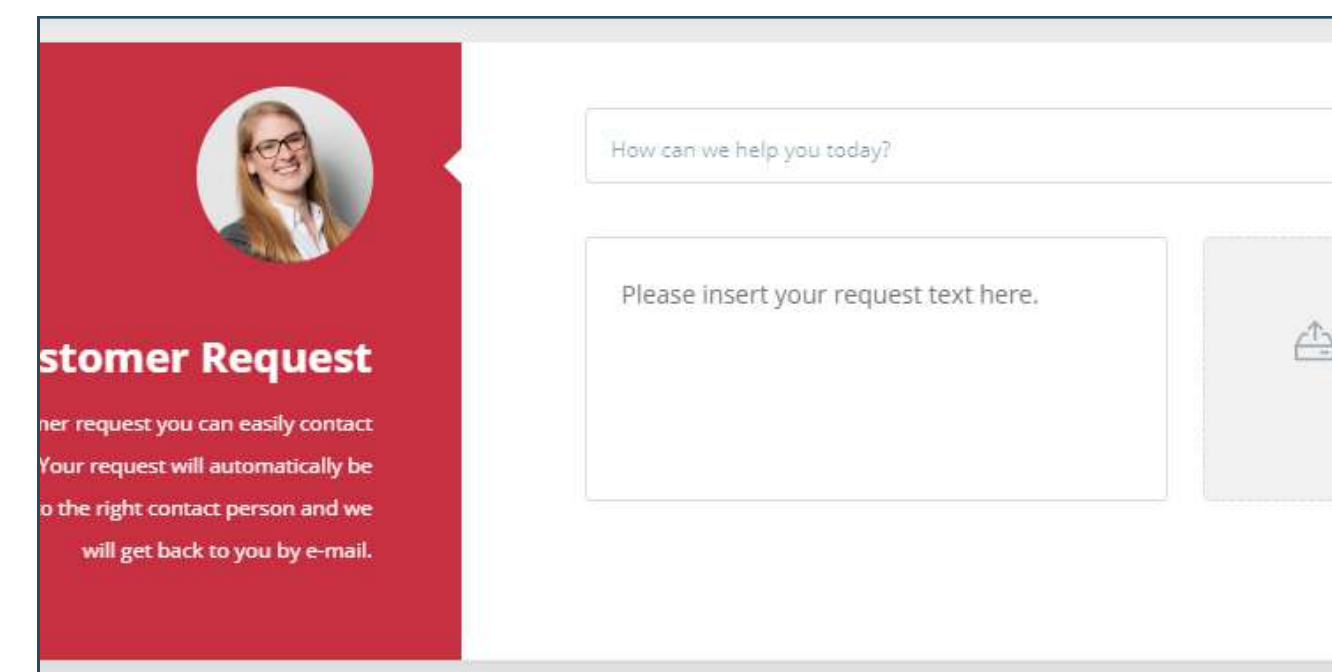
PRIVACY POLICY GENERATOR

The privacy policy generator (PPG) allows you to create customised policies in record time. Simply fill in a short questionnaire to create a privacy policy for your website, Facebook fanpage, online store, app and more. Your new policy is then ready to be copied and used.



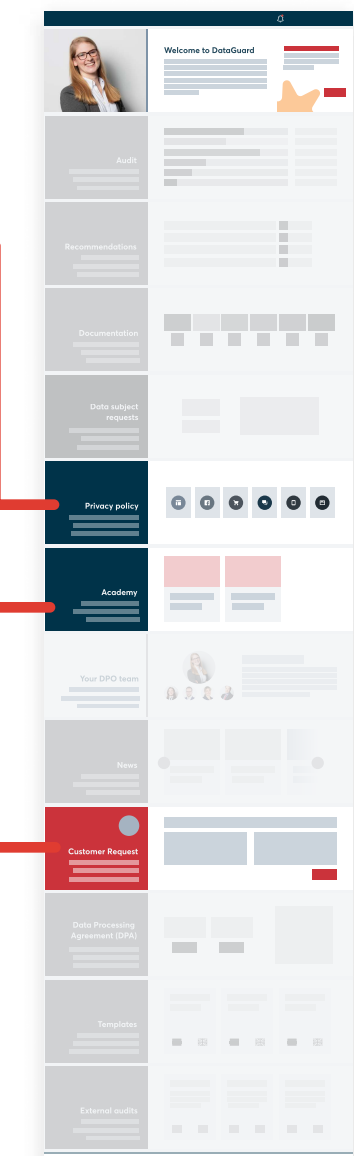
DATAGUARD ACADEMY

With DataGuard Academy, your entire workforce undergoes mandatory privacy and compliance training on our platform. All participants receive a certificate when they have passed a final assessment. Managers get an overview of all employees to see at a glance who has completed the training successfully.

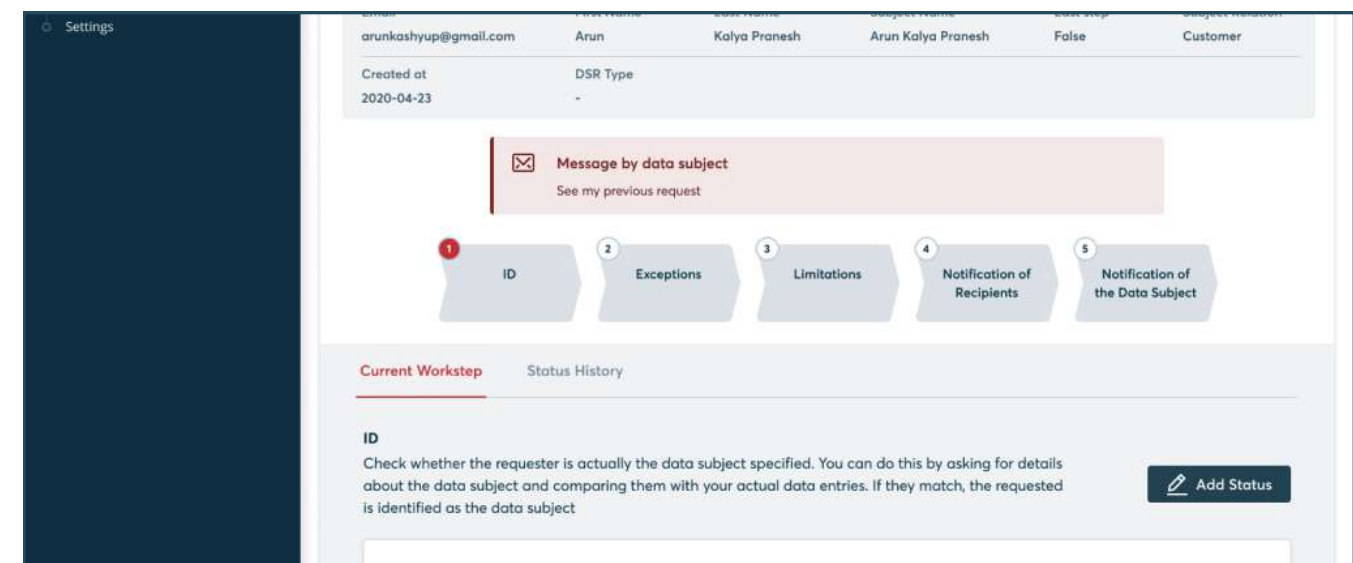


CUSTOMER REQUEST

Benefit from a constant channel of communication to our team of data privacy experts. Simply select the nature of your request and write a message. Based on the topic you selected, it will immediately be forwarded to the relevant expert. Our team will then respond with a solution to via phone or email.



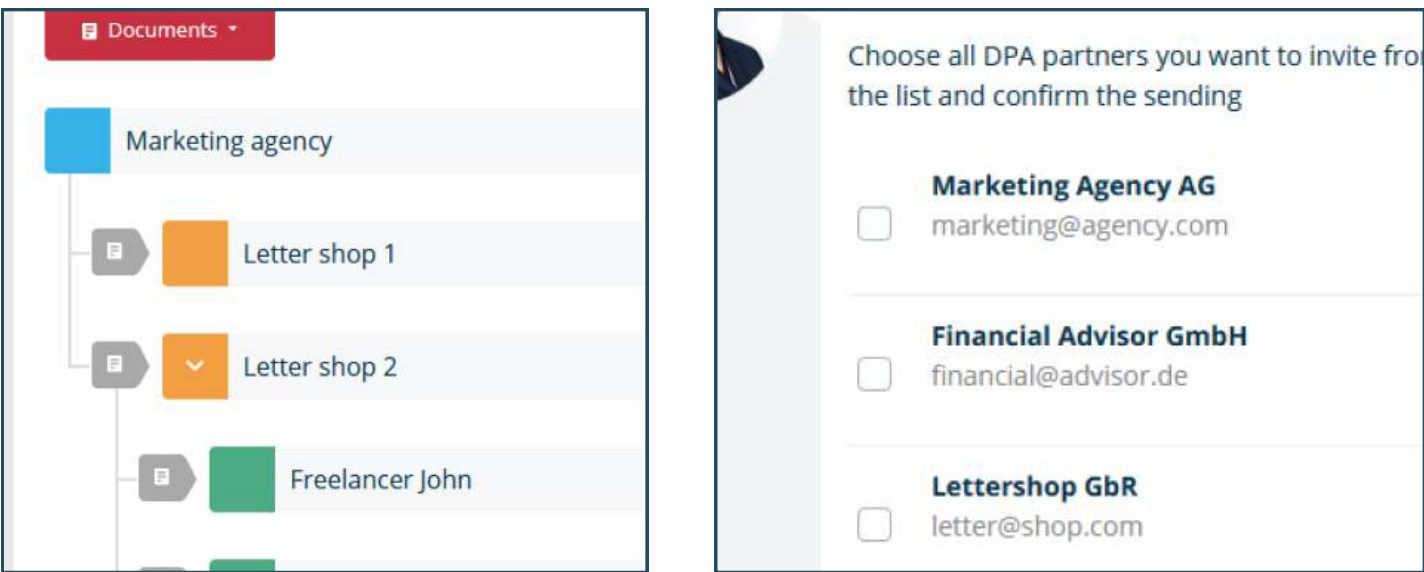
BUILT FOR BOTH PRIVACY EXPERTS AND NOVICES



DATA SUBJECT REQUESTS

With the DSR Tool we enable you to implement a form on your website, so that your data subjects can file data subject requests (DSRs) through it.

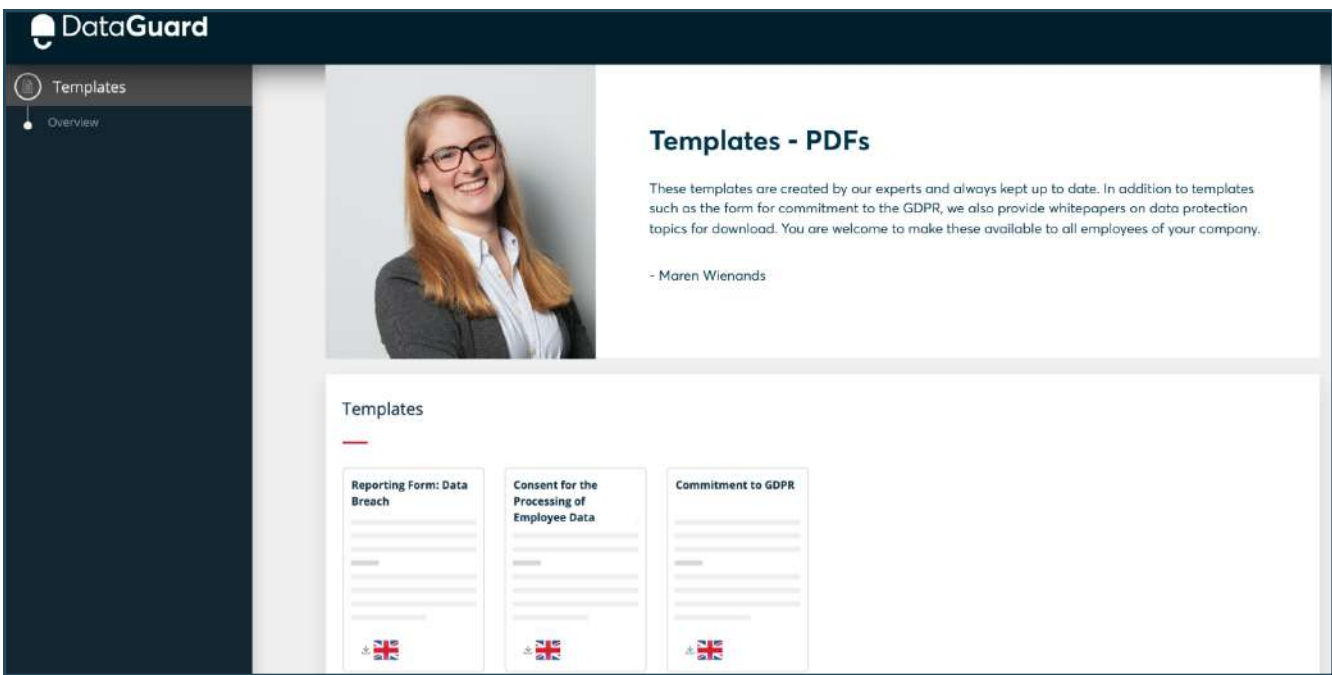
The DSRs sent via this form are gathered in the DSR dashboard on the platform, where they can be managed and processed according to our guidance - and within the due date.



DATA PROCESSING AGREEMENTS (DPA)

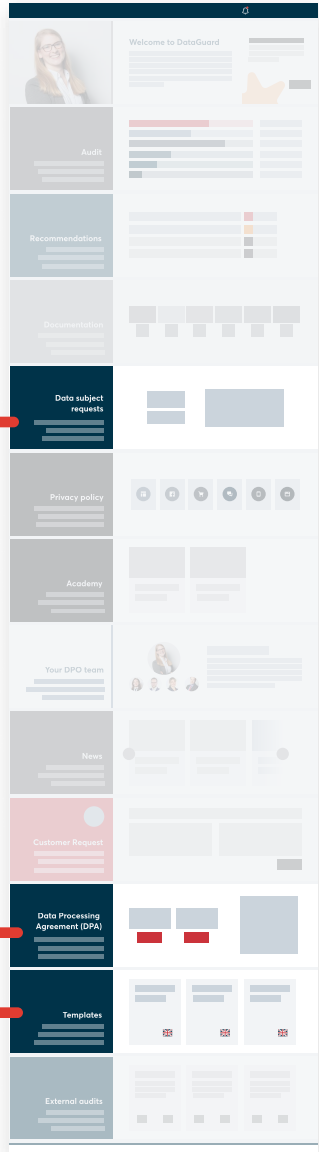
The DPA Dashboard is a one-stop-shop for Data Processing Agreements (DPAs). Here you can send DPAs to have them checked by our experts, receive a DPA Check Report, create compliant DPAs via the DPA Creation Questionnaire and even manage your subcontractors.

Via the DPA Partner Invite, you will be able to invite your contractual partners into the platform to collaborate.



TEMPLATES

Pre-written templates from our experts will save your team time. Whether you need a work-from-home policy for your employees, or a consent form for processing company data, you can find anything you need ready to download in the templates section.



GENERATE NEW POLICIES WITH EASE

The privacy policy generator on our platform creates detailed policies for a variety of uses

1. Website

2. Facebook Fan Page

3. Web Shop

4. App

5. Platform

Different types of privacy policies

1

Is data processed when the web shop is contacted?

Yes

No

2

Is the data processed for scientific, historical or statistical research purposes?

Yes

No

3

What data is processed when the web shop is accessed?

Information about the browser type and the version used

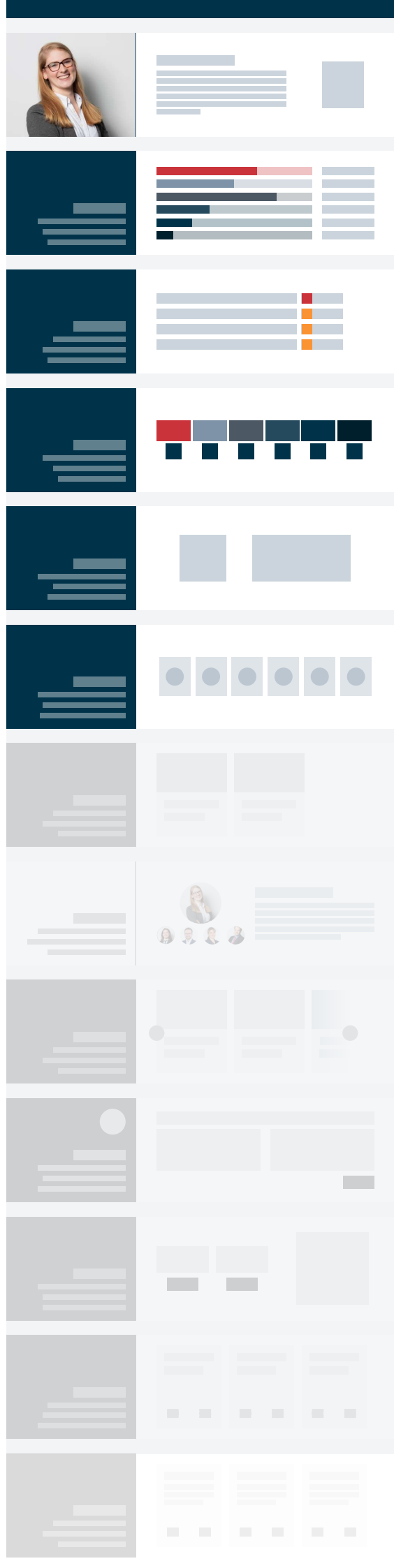
The user's operating system

The Internet service provider of the user

HTML code

```
<html>
<h1>Privacy Policy</h1>
<p id="date">As of November 2020</p>
<div id="table-of-contents">
  <h5>Table of contents</h5>
  <ol start="1" style="list-style: upper-roman">
    <li>Identity and contact details of
    <li>Contact details of the data pro
    <li>General information on data pro
    <li>Rights of the data subject</li>
    <li>Provision of website and creat
    <li>Newsletter</li>
    <li>Hosting</li>
    <li>Usage of Plugins</li>
  </ol>
</div>
</html>
```

HTML Code to copy and paste



TALK TO AN EXPERT ABOUT ANY PRIVACY QUESTION

Contact one of DataGuard's in-house privacy experts about any data privacy topic

Open Academy

Your DPO team

With our extensive experience of over 1,000 customer projects, we accompany you on your journey to GDPR compliance. Behind your DPO is a team of experts providing personalized support based on your company's needs.

Patrick Schweisthal
Industry Expert
My name is Dr. Patrick Schweisthal - I am your designated Data Protection Officer (DPO).
I am a TÜV Nord certified data protection officer (TÜV) and also have more than 25 years of professional experience as an accredited lawyer with mandates from small and medium-sized companies, was a long-standing member of the supervisory board of Phoenix Solar (until 2012), and worked for tax consulting and auditing firms for several years.

Customer Request

With a customer request you can easily contact us. Your request will automatically be forwarded to the right contact person and we will get back to you by e-mail.

request

How can we help you today?

Please insert your request text here.

Drag & drop
Up to 5 files
PNG and JPG

General consultation request

- Question on the audit
- Question on the IT audit
- Further inquiry regarding audit scheduling
- Report privacy breach
- Data subject request
- Data processing agreement
- Technical problem
- Privacy policy generator

Templates

Here, you will find various GDPR related templates available for download including a declaration of consent for the use of employee photos.

Reporting Form: Data Breach

Consent to the processing of employee data

Commitment to GDPR

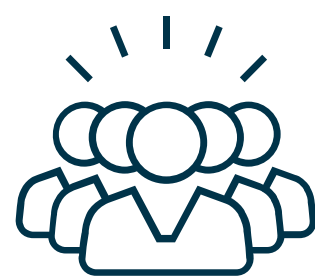
Various requests are automatically assigned to the right expert

Open templates



DATA SUBJECT REQUESTS (DSR)

Our platform creates an efficient workflow to deal with requests

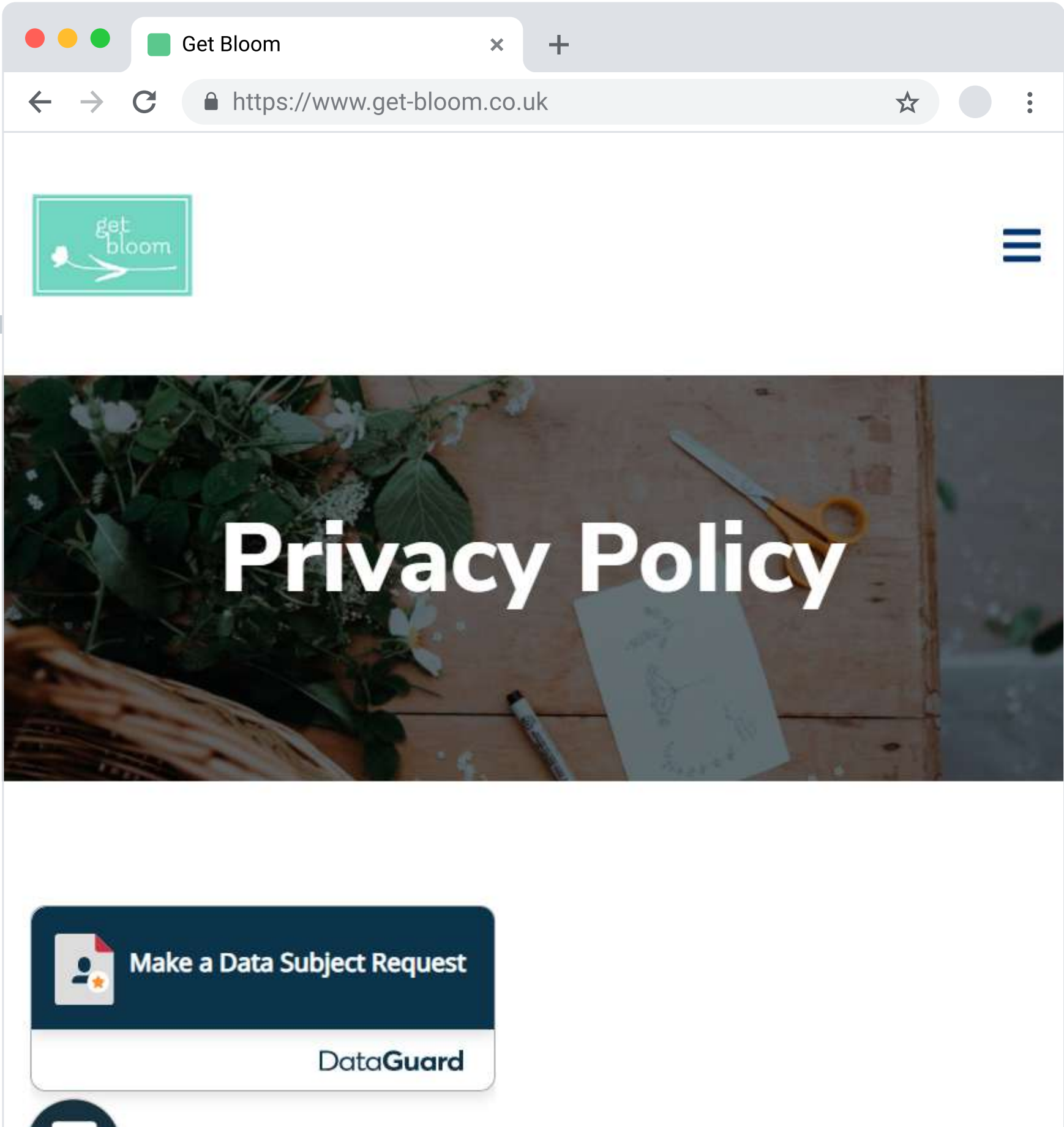


DataGuard Customer

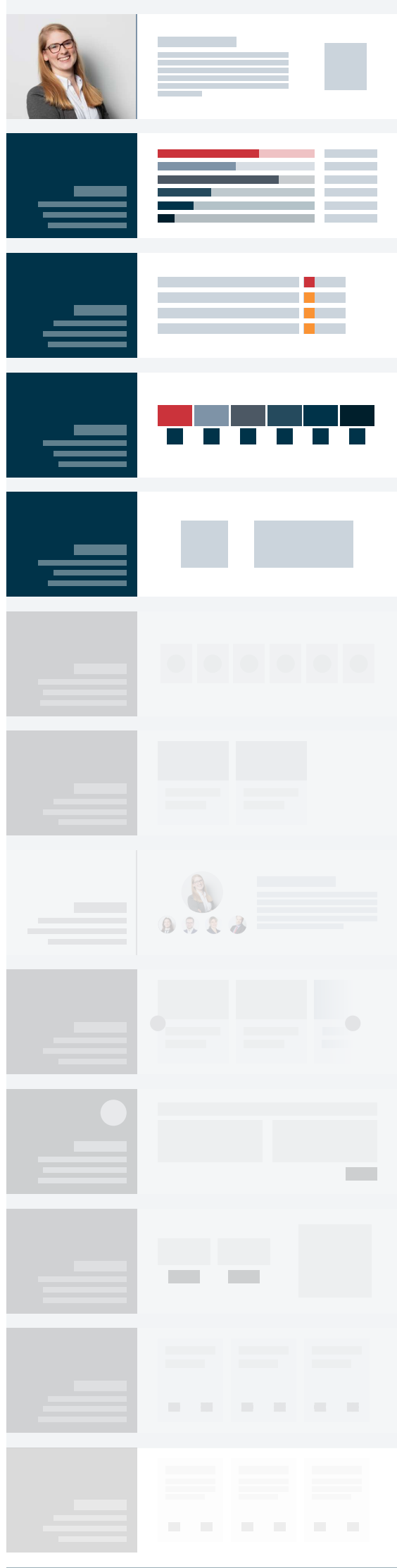


Data Subject

Employee
Customer
Lead

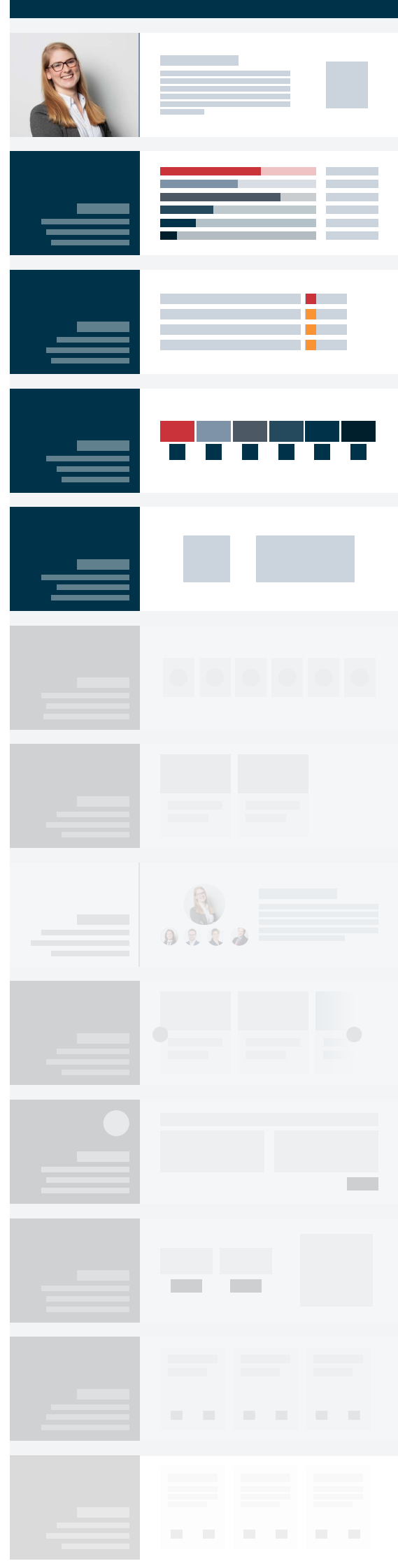


DataGuard DPO



A SIMPLE WEBSITE FORM FOR REQUESTS

Build brand trust by showcasing your dedication to data privacy on your website



Exercising your rights as a data subject

1 What is your relation to our company? *

☐ Employee ☐ Former Employee

☐ Customer ☐ Interested Person

☐ Contractor / Business Partner / Supplier ☐ Newsletter Subscriber

2 What is your request about? *

I agree to the processing of my data in accordance with the data protection declaration.

Cancel

DataGuard

Make a Data Subject Request

DataGuard

Embed the form into any page on your site

Thank you for submitting your data subject request.

We have received the following information from you:

Relationship with the company: Customer
Type of request: Restriction of processing
Name: Jane Doe
Email address: janedoe@example.com

Best Regards,
DataCo GmbH

Your data subjects receive an email response



EFFECTIVE DSR MANAGEMENT

Each request is sent directly to the platform, where it is handled by DataGuard and your team

1

2

3

| Deadline | Data Subject Request Type Name |
|------------|--------------------------------|
| 03.07.2020 | Restriction |
| 16.08.2020 | Restriction |
| 08.07.2020 | Rectification |
| 18.07.2020 | Restriction |

Bundled requests

DataGuard

Data Subject Requests

Open DSR

Closed DSR

Settings

Data Subject Request: 14.11.2020

Active

Deadline 2020-04-23 19:55

Extend

20 Days left

id - 1

| | | | | | |
|-----------------------|------------|---------------|--------------------|-----------|------------------|
| Email | First Name | Last Name | Subject Name | Last step | Subject Relation |
| arunkashyup@gmail.com | Arun | Kalya Pranesh | Arun Kalya Pranesh | False | Customer |
| Created at | DSR Type | | | | |
| 2020-04-23 | - | | | | |

Message by data subject

See my previous request

1 ID

2 Exceptions

3 Limitations

4 Notification of Recipients

5 Notification of the Data Subject

Current Workstep

Status History

ID

Check whether the requester is actually the data subject specified. You can do this by asking for details about the data subject and comparing them with your actual data entries. If they match, the requested is identified as the data subject

Add Status

No Status added

Next

Extend Deadline

You cannot extend a deadline you cannot revert

Why do you wish to extend the deadline

Select reasons that apply

Please

Select All

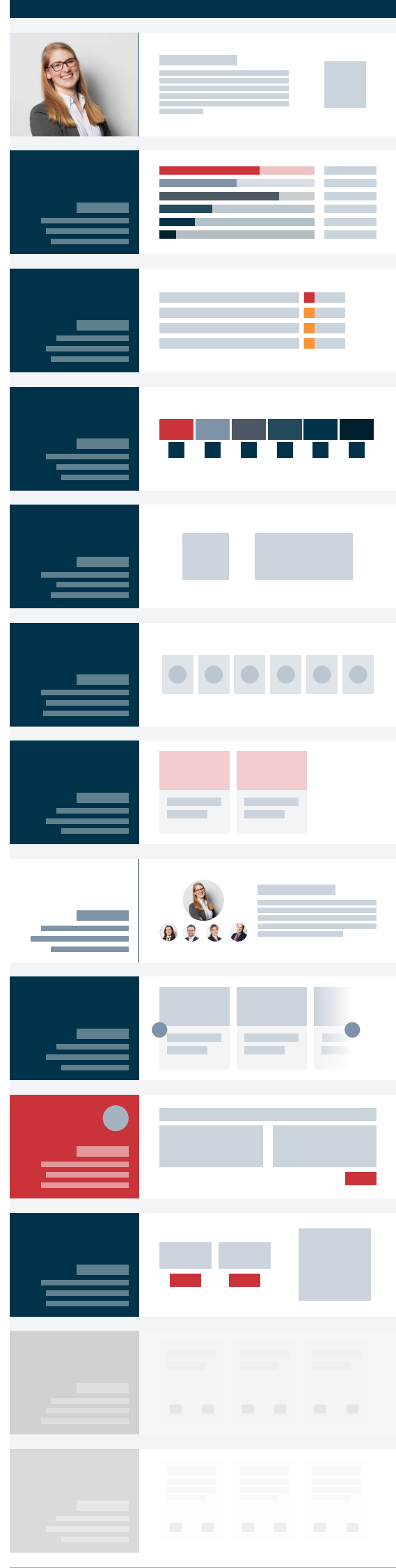
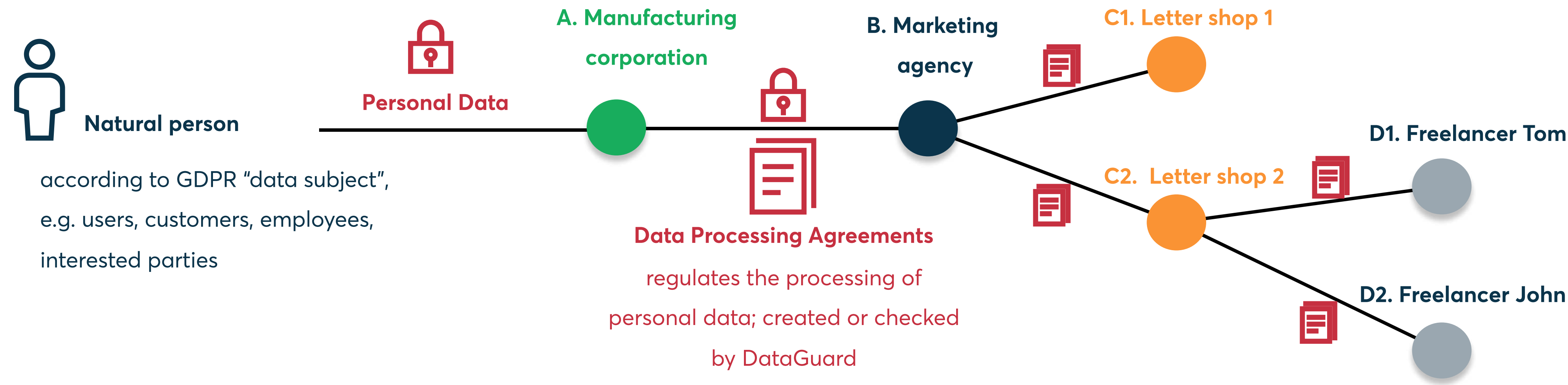
Identification failed

Too many requests

Transparent deadline extension

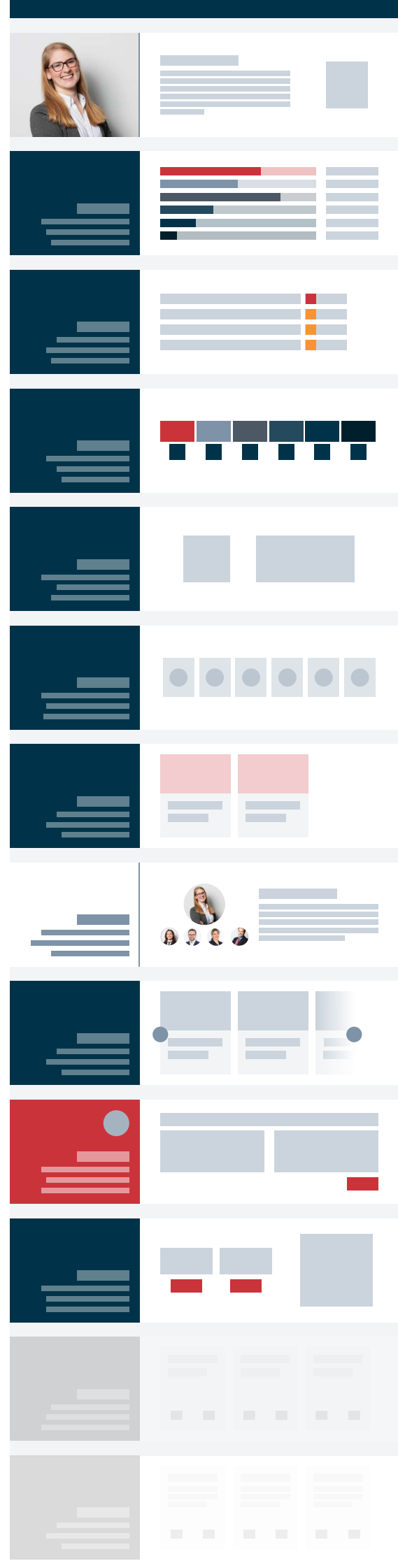
DATA PROCESSING AGREEMENTS

100% data flow transparency as all parties processing data are using the DataGuard platform




Invite your partners to the DataGuard platform for better communication and collaboration on DPAs

The image is a screenshot of the DataGuard DPA Dashboard. The interface has a dark blue header with the 'DataGuard' logo on the left and navigation links (Home, Audit, Data subject requests, Privacy policy, DPA, Templates, News) on the right. A red circle with 'D2' is in the top right corner. A dark blue sidebar on the left contains the 'DPA Dashboard' title and a menu with 'Overview', 'Your Principals', and 'Your contractors'. The main content area is white. The top section, titled 'Your privacy contracts', features a profile picture of Susann Fanieng-Gnauck and a text block about her expertise. Below this is a large section titled 'Pass on the DataGuard benefits' with a red button 'Invite your partners now!'. To the right of this section, there are three sub-sections: 'Share DPA documents with your DPA partners', 'Your DPA partners can keep their contact data up to date', and 'Actions with your DPA Partner (e.g. exercise information control rights)'. A circular callout on the right side shows a 'Invite your partners now!' dialog box with a list of partners: Marketing Agency AG, Financial Advisor GmbH, Lettershop GbR, and Headhunter KG, each with a checkbox. At the bottom right, a red banner says 'Easily select relevant partners'. The footer of the dashboard includes a bell icon, 'Privacy policy', and 'Legal notice' links.




SAVE TIME WITH READY-MADE TEMPLATES

Download useful templates such as Home Office Policy or Consent for the Processing of Employee Data



Templates

Overview




Templates - PDFs

These templates are created by our experts and always kept up to date. In addition to templates such as the form for commitment to the GDPR, we also provide whitepapers on data protection topics for download. You are welcome to make these available to all employees of your company.


- Maren Wienands

Templates


Reporting Form: Data Breach



Consent for the Processing of Employee Data



Commitment to GDPR



Consent for the Processing of Employee Data

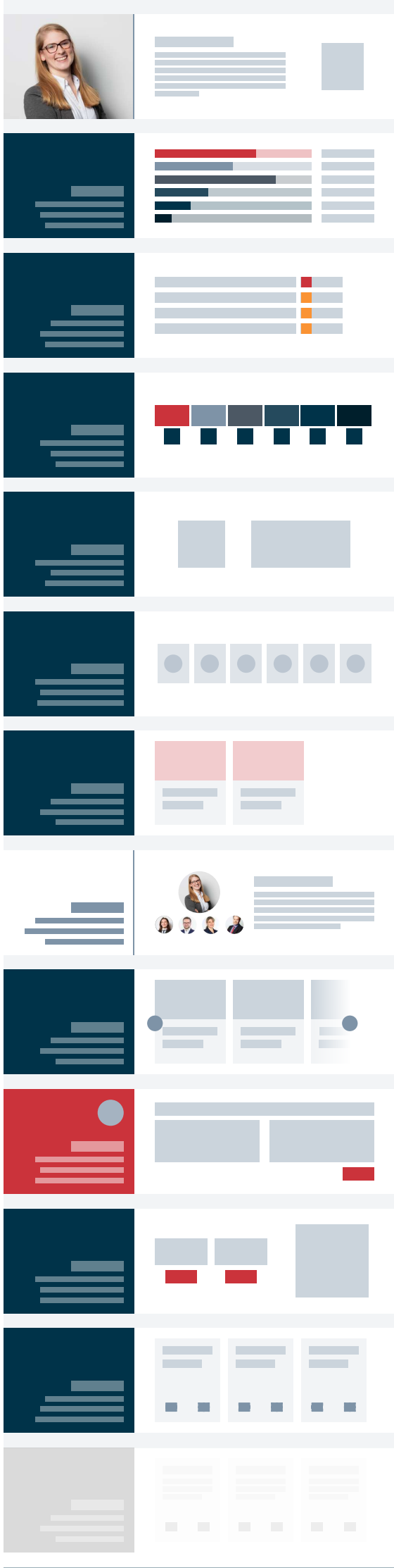
General information on consent and consent revocation

Consent that is given for this purpose is voluntary.

One's consent can be denied at any time without having to provide reasons and disadvantages. One's consent can also be revoked at any time in writing (e.g. by email). If the employee's pictures will immediately be removed from the employer's database, internet and intranet accounts and platforms

If the employee's pictures have been used for print material, then their photo must be removed. If the employee is present in group pictures or in pictures with many people, the pictures do not necessarily have to be removed. Instead, the employee in question must be removed from the pictures where they are seen (e.g. by pixelation). If the employer is not able to remove the employee from the pictures, the employer must inform the employee in writing about the situation in the pictures where they are seen and would rather replace the employee with a suitable person.

Templates created by our experts



DataGuard Suite offers various add-ons such as website cookie consent, whistleblowing and secure file storage and sharing

DataGuard Suite offers various add-ons such as website cookie consent, whistleblowing and secure file storage and sharing



LET'S EMBARK ON OUR JOINT JOURNEY TO DATA PRIVACY COMPLIANCE ...

... and strengthen the trust of your customers,
employees and stakeholders in the long term.



+44 20 3514 65 57

contact@dataguard.com

www.dataguard.co.uk