

# 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

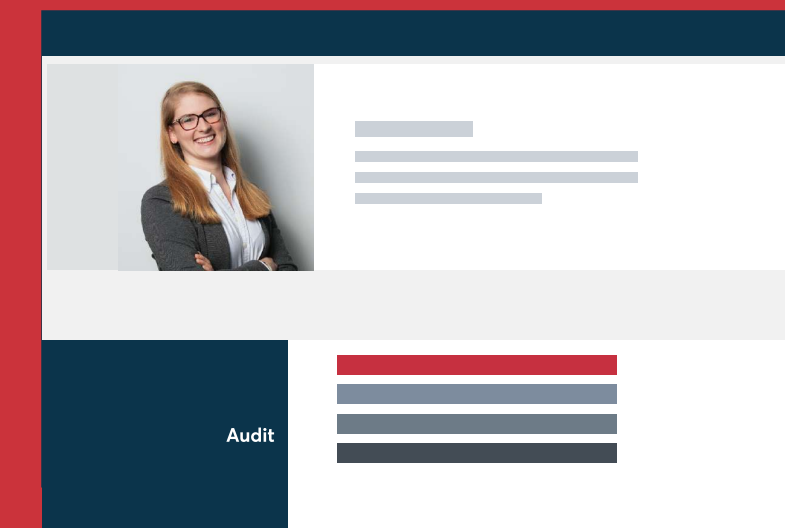
### KEY CUSTOMER BENEFITS

- 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



my.dataguard.de


# 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



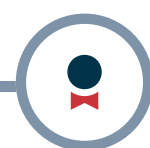
### DPO designation

Informing the supervisory authority of the appointed Data Protection Officer. We would be happy to assist you with the process.



### Commitment

Employees' commitment to GDPR principles - Employees sign DataGuard forms.



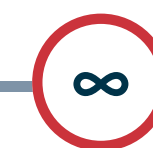
### Employee training

Familiarise employees with the GDPR and data protection.



### Privacy policy

Privacy policy on the website. Generator creates HTML codes for your online platforms.



### Continuous support

Customers use the platform and have their DPO who answers requests and helps implement recommendations to increase compliance over time.





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

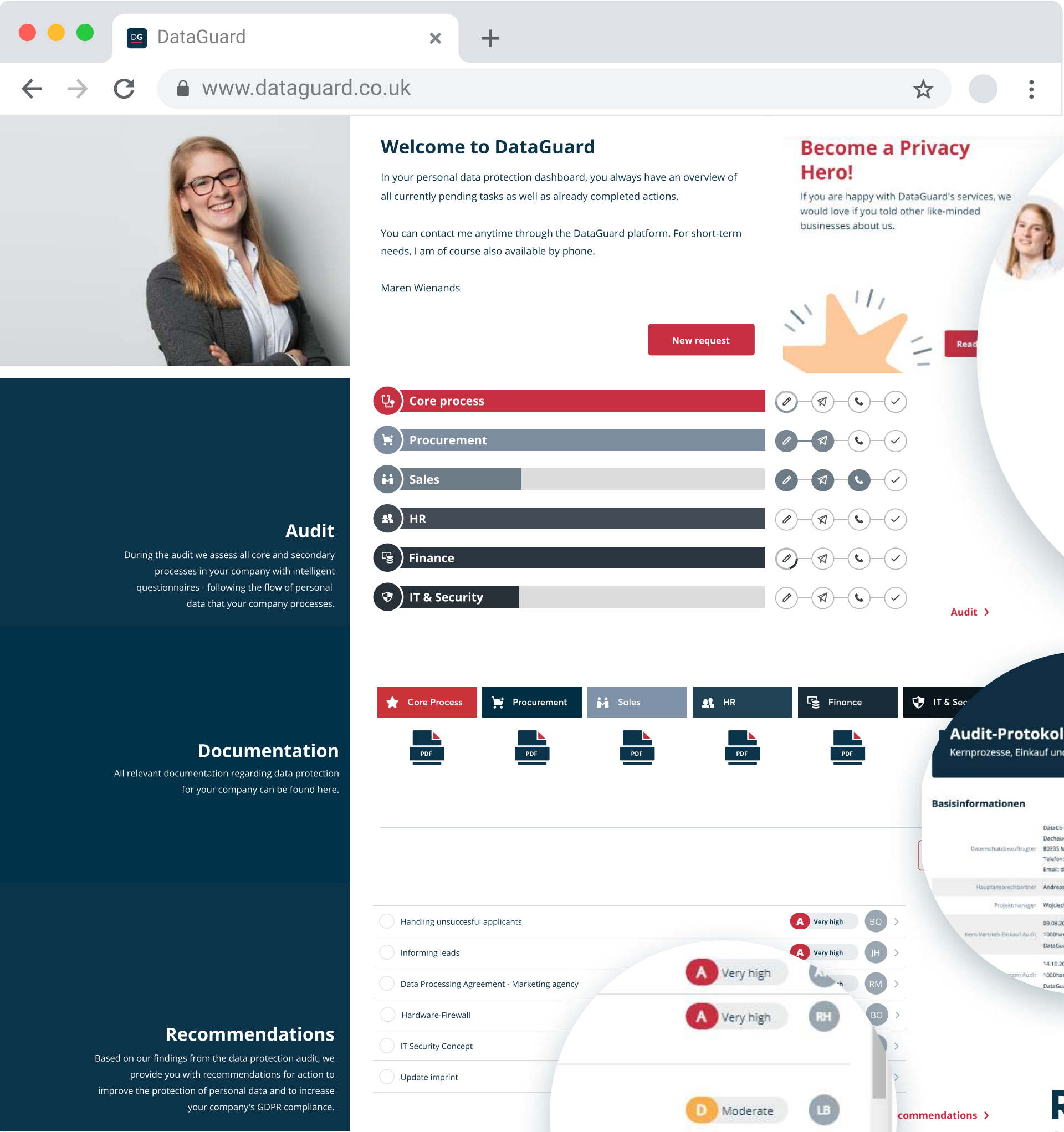
# 2. Continuous Support

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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

Acumatica

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

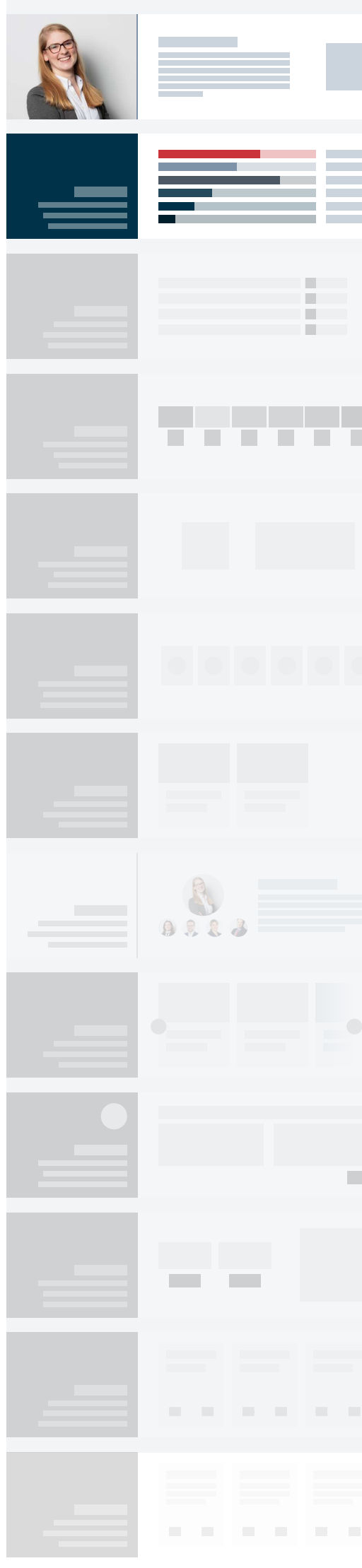
Data visible only for each member

Back

Privacy policy

Legal notice

Process-related tools



# 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 'HR' selected, and a sub-menu for 'Application process' with options like '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 circle highlights the 'Account details' section, and a red callout box states '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 circle highlights the 'Yes' option, and a red callout box states 'New questions appear based on your responses'. The interface also 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

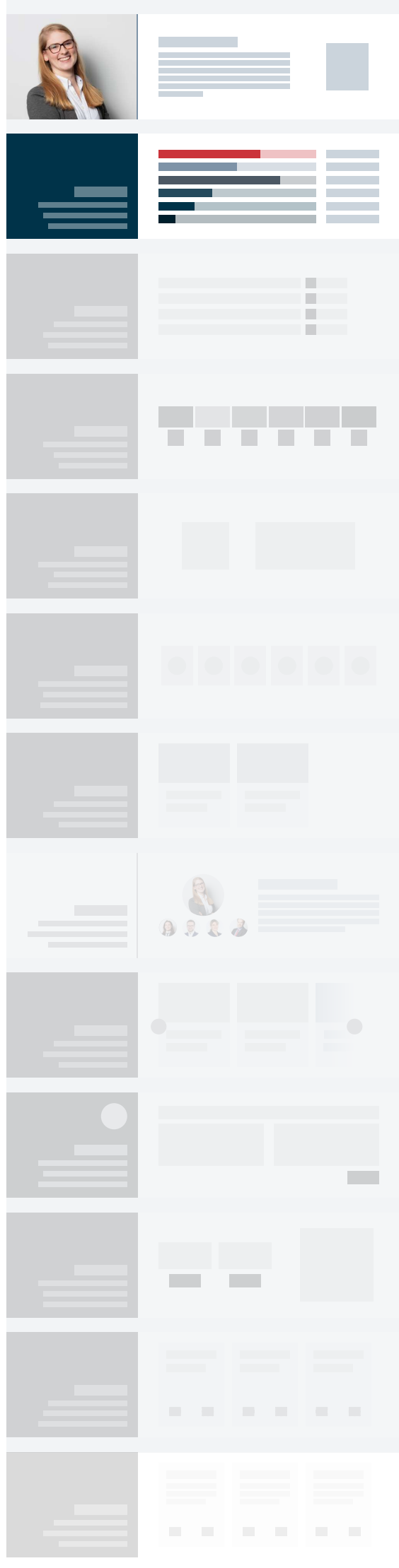
Comment

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**

DataGuard

www.dataguard.com

# Procurement | Procurement process

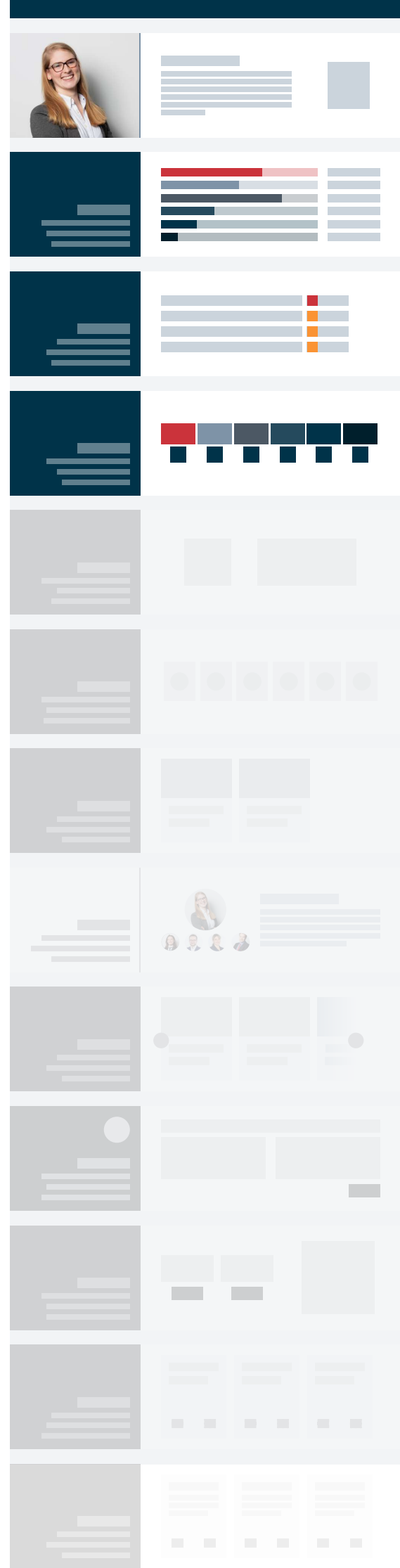
## RECORDS OF PROCESSING ACTIVITIES

### 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>Audit Report</div>	 <div>Audit Report</div>	 <div>Audit Report</div>	 <div>Not available</div>	 <div>Not available</div>	 <div>Not available</div>
Records of Processing Activities	 <div>RPAs</div>	 <div>RPAs</div>	 <div>RPAs</div>	 <div>RPAs</div>	 <div>Not available</div>	 <div>Not available</div>
Recommendations	 <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.

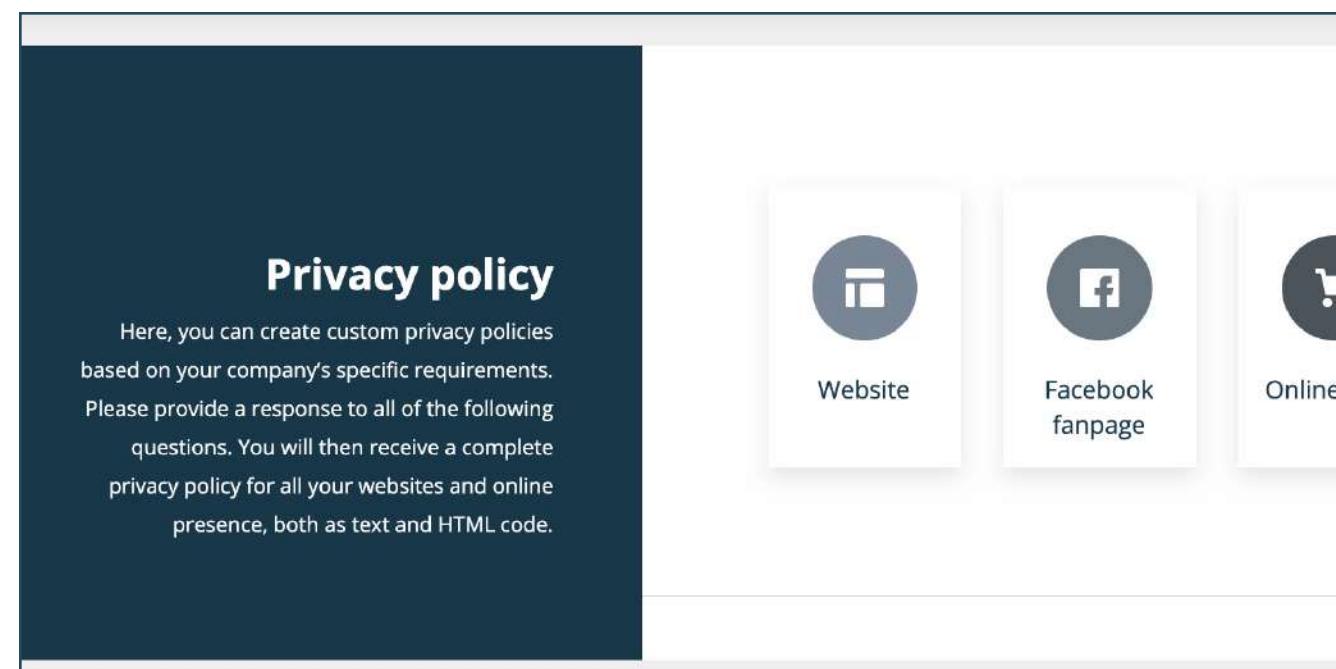
## 2. Continuous Support

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.



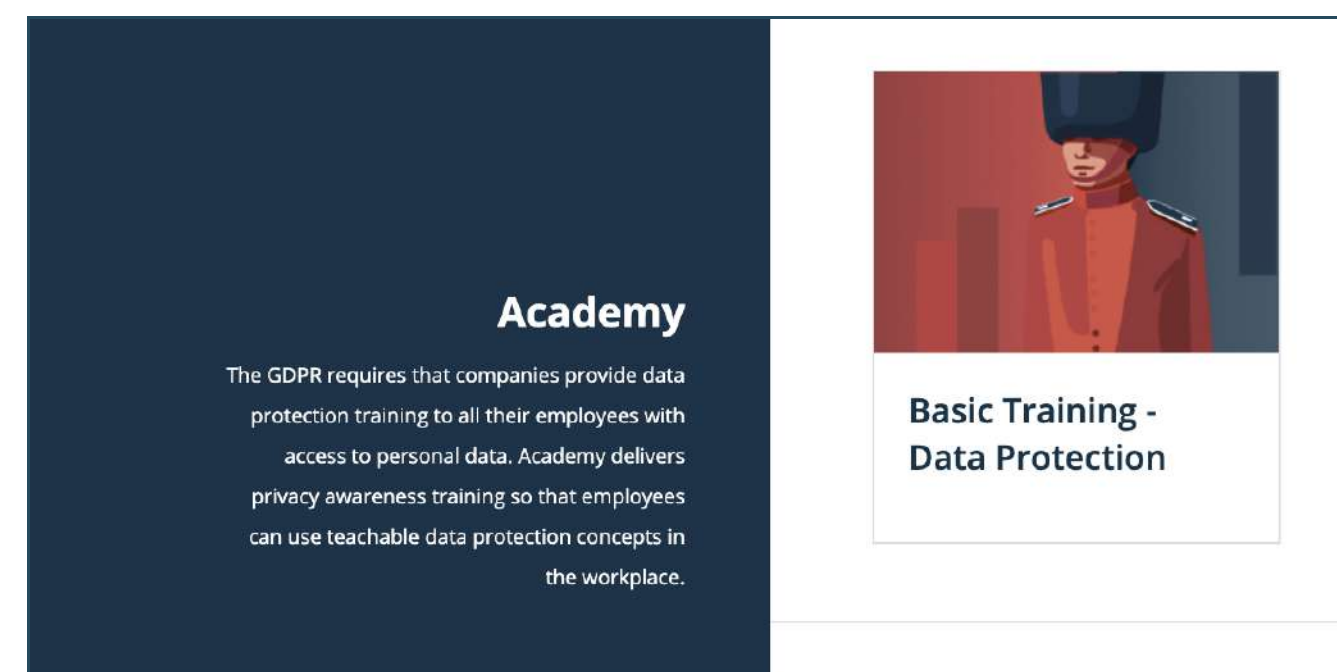
FAST TRACK YOUR PRIVACY TO-DOS

# SAVE TIME ON EACH AND EVERY COMPLIANCE TASK



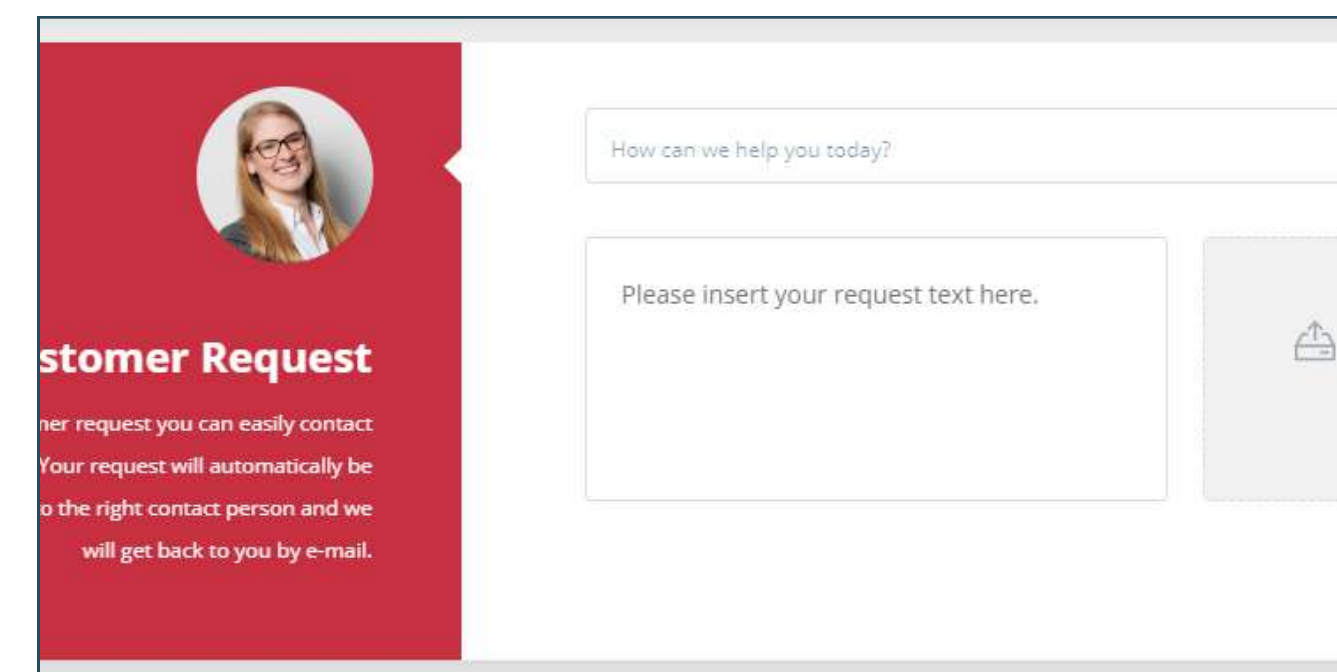
## PRIVACY POLICY GENERATOR

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.



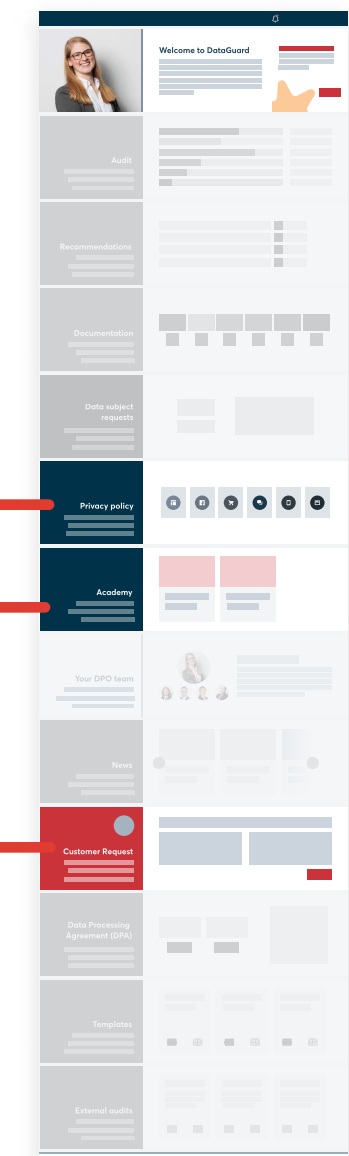
## DATAGUARD ACADEMY

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.



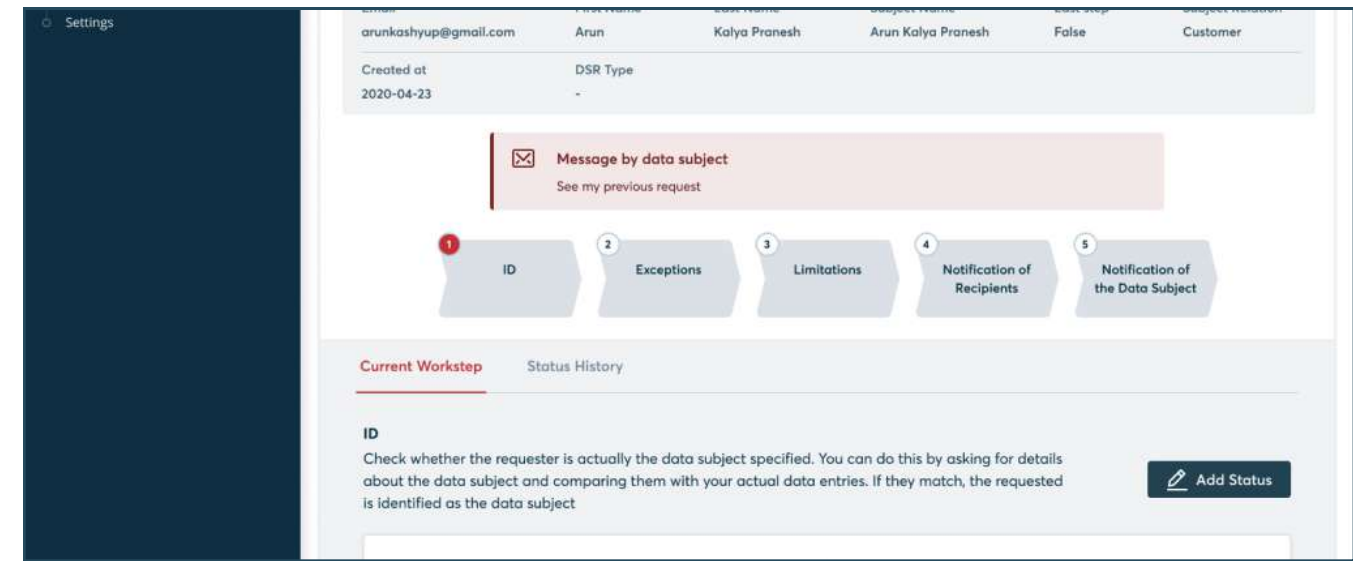
## CUSTOMER REQUEST

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.





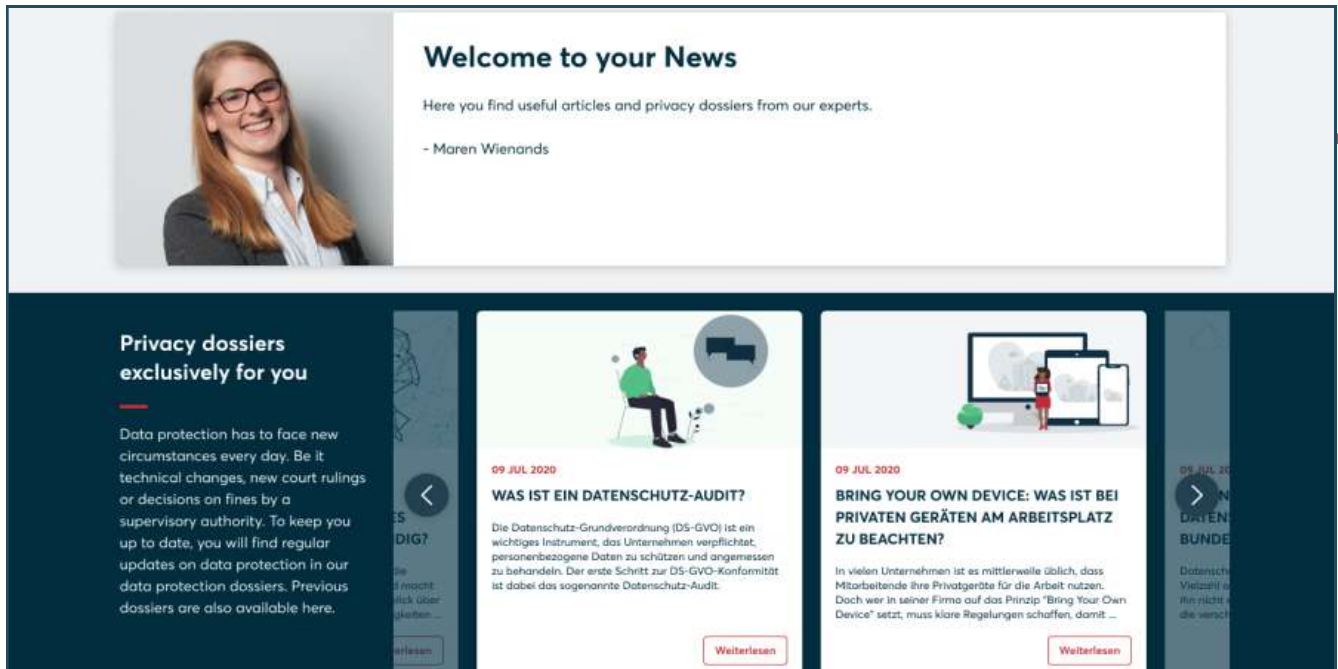
# BUILT FOR BOTH PRIVACY EXPERTS AND NOVICES



## 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.

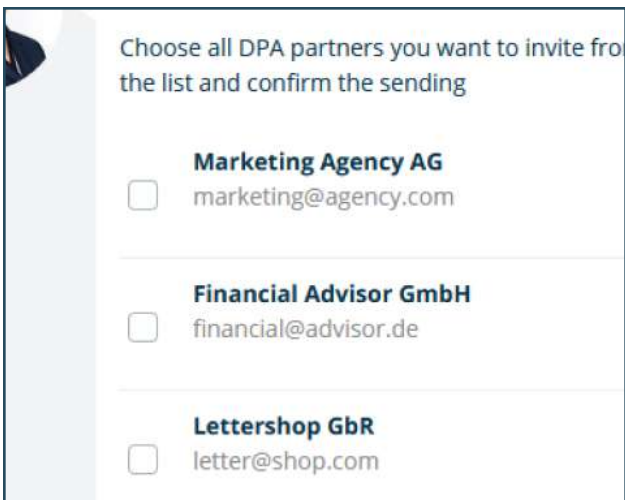
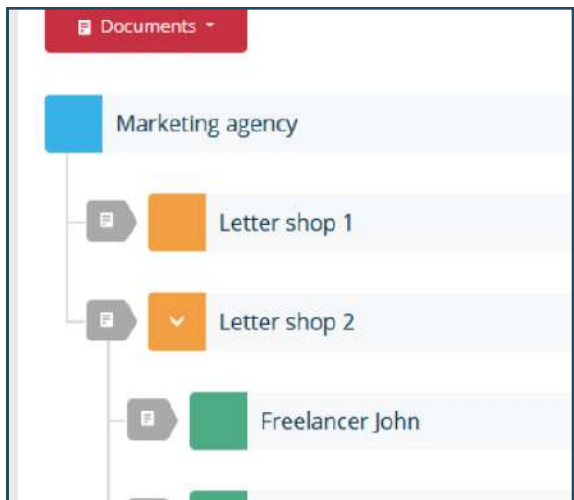
The DSRs sent via this form are gathered in the DSR dashboard on the platform, where they can be managed and processed according to our guidance - and within the due date.



## NEWS DASHBOARD

Data protection regulations can change on a daily basis - be it technical changes, new court rulings or decisions on fines by a supervisory authority. The News Dashboard ensures that you stay up to date.

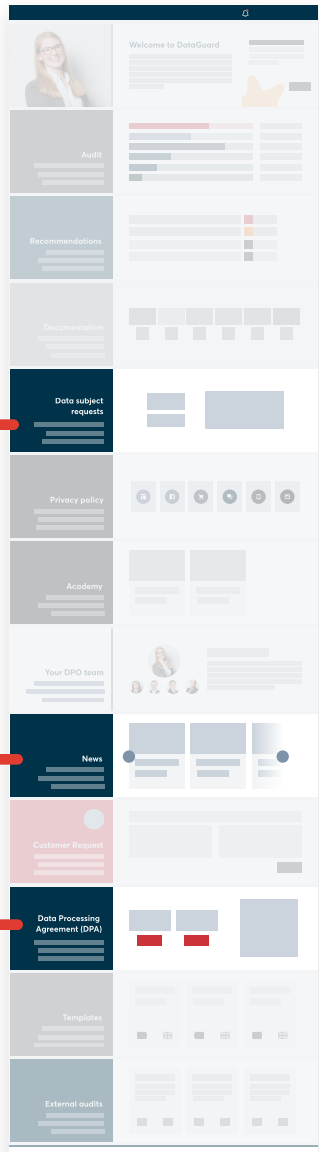
New dossiers will provide regular updates on data protection. It also features professional articles from our DataGuard Magazine.



## 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.



# 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

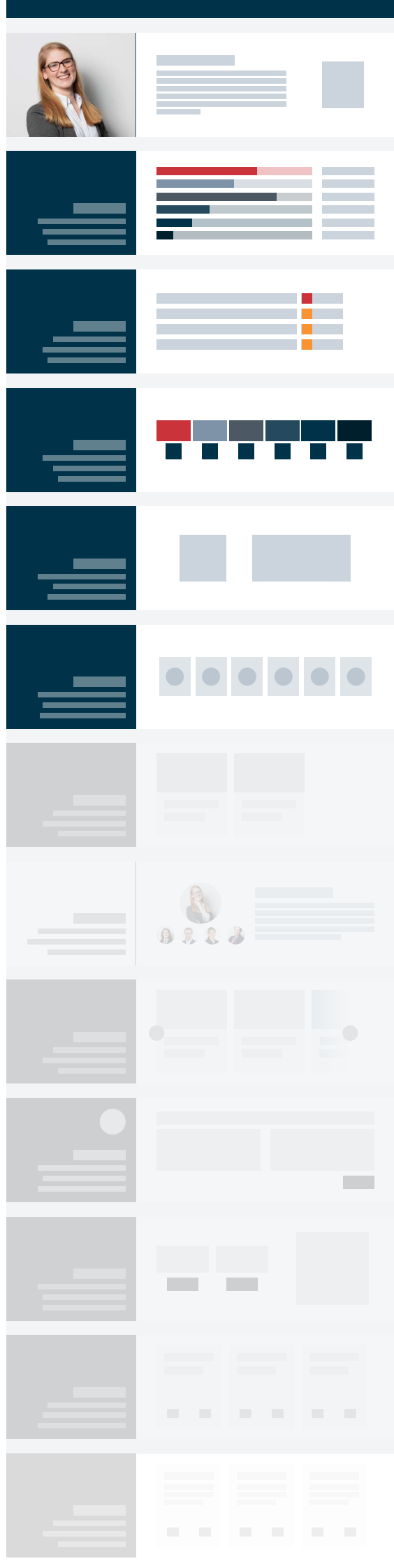
☐

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

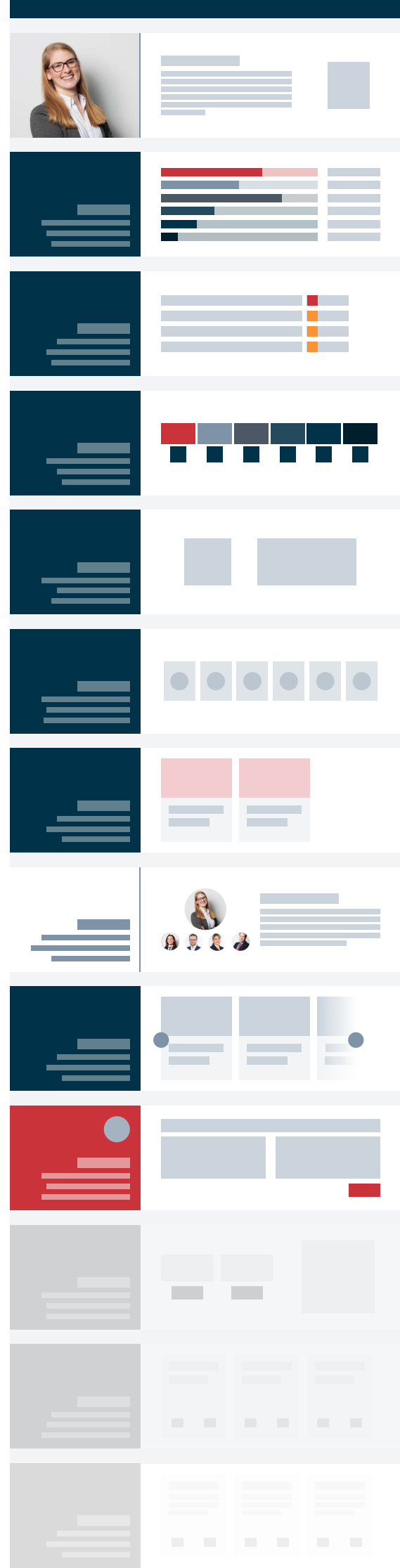






**Contact one of DataGuard's in-house privacy experts about any data privacy topic**

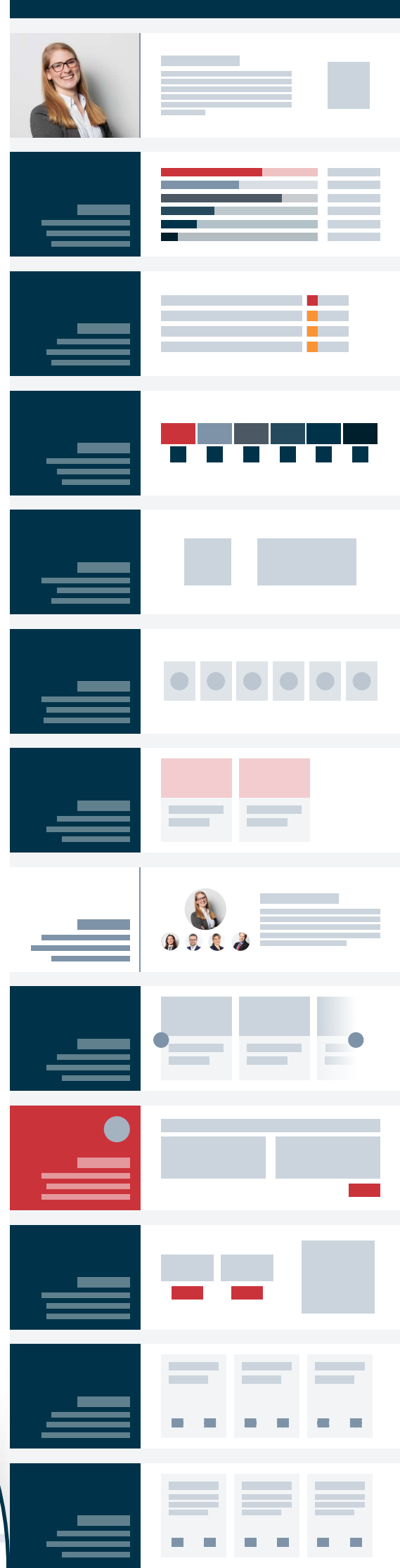
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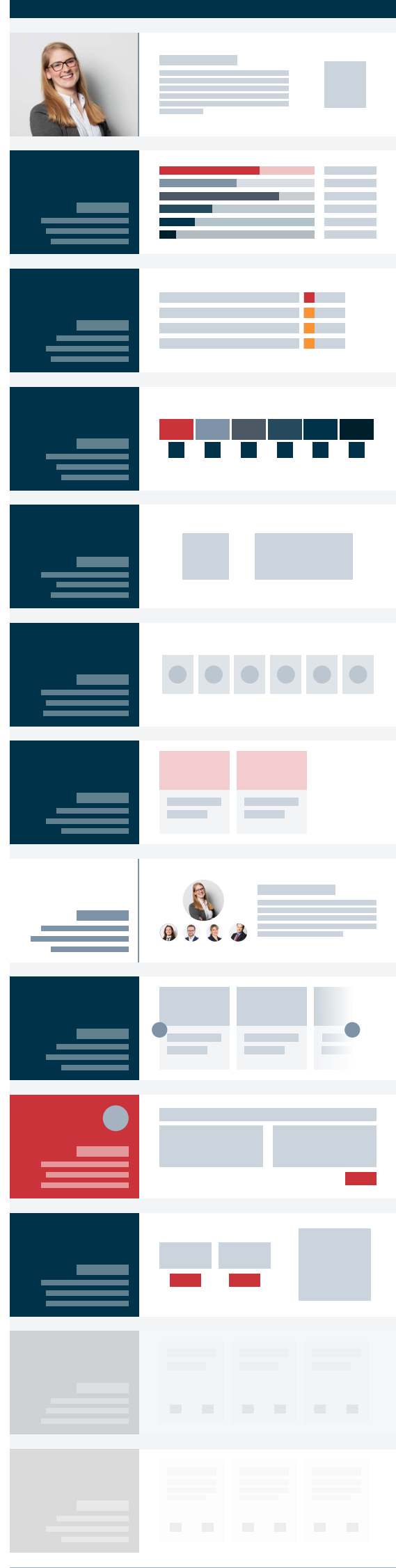
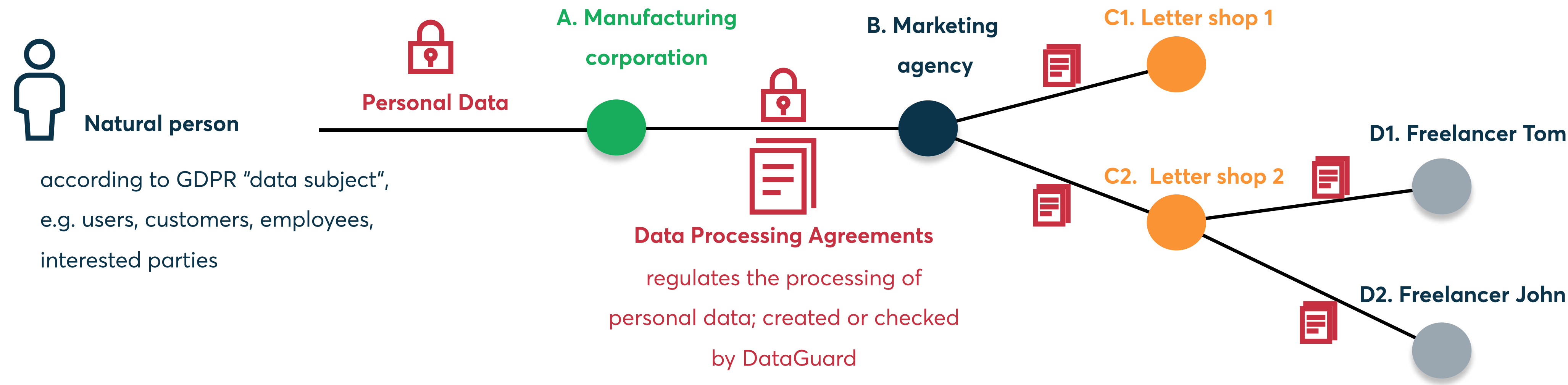
**DataGuard Suite offers various add-ons such as website cookie consent, whistleblowing and secure file storage and sharing**

The screenshot displays the DataGuard Suite website. The navigation bar includes links for Home, Audit, Recommendations, Data Subject Requests, Privacy Contracts, and More, along with a user profile for Max Mustermann at MusterCo GmbH. The main heading is "DataGuard Suite", followed by a subtext: "In our DataGuard Suite you have access to complementing privacy solutions – powered by us and our trusted partners." Below this, three featured solutions are highlighted: "Cookie Consent Management DataGuard Consent" (described as harmonising marketing and privacy), "Cloud Storage DataGuard Box" (described as a compliant, secure, cloud-based alternative to WeTransfer), and "Whistleblowing System EQS Integrity Line" (described as a secure, digital, and GDPR-compliant system). Three callout boxes are overlaid on the image: a circular callout on the left shows a "DataGuard | CONSENT" form with a red banner stating "User-friendly website cookie consent"; a circular callout on the right shows a dashboard with a map of Europe and a line chart, with a red banner stating "State of the art digital whistleblowing system"; and a rectangular callout at the bottom center shows a "bdrive" logo.



# DATA PROCESSING AGREEMENTS

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



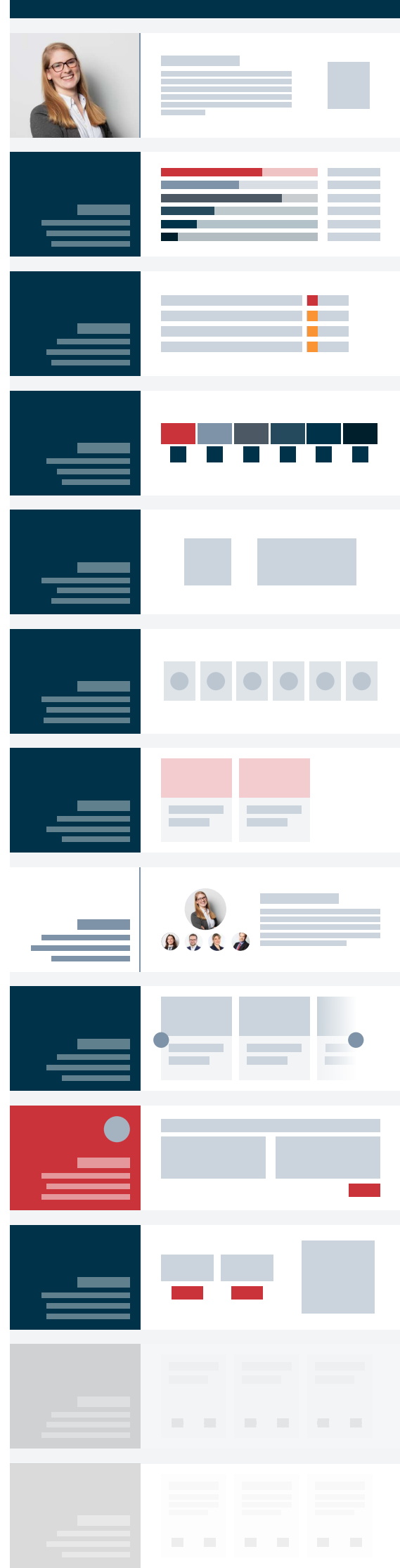






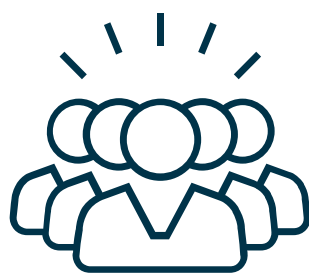
**Invite your partners to the DataGuard platform for better communication and collaboration on DPAs**

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 and features a profile section for 'Susann Fanieng-Gnauck', a 'Your privacy contracts' section with a paragraph of text, and 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 links for '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 inset on the right 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 and email address. At the bottom left, there are links for 'Privacy policy' and 'Legal notice'. At the bottom right, a red banner says 'Easily select relevant partners'.



# DATA SUBJECT REQUESTS (DSR)

Our platform creates an efficient workflow to deal with requests

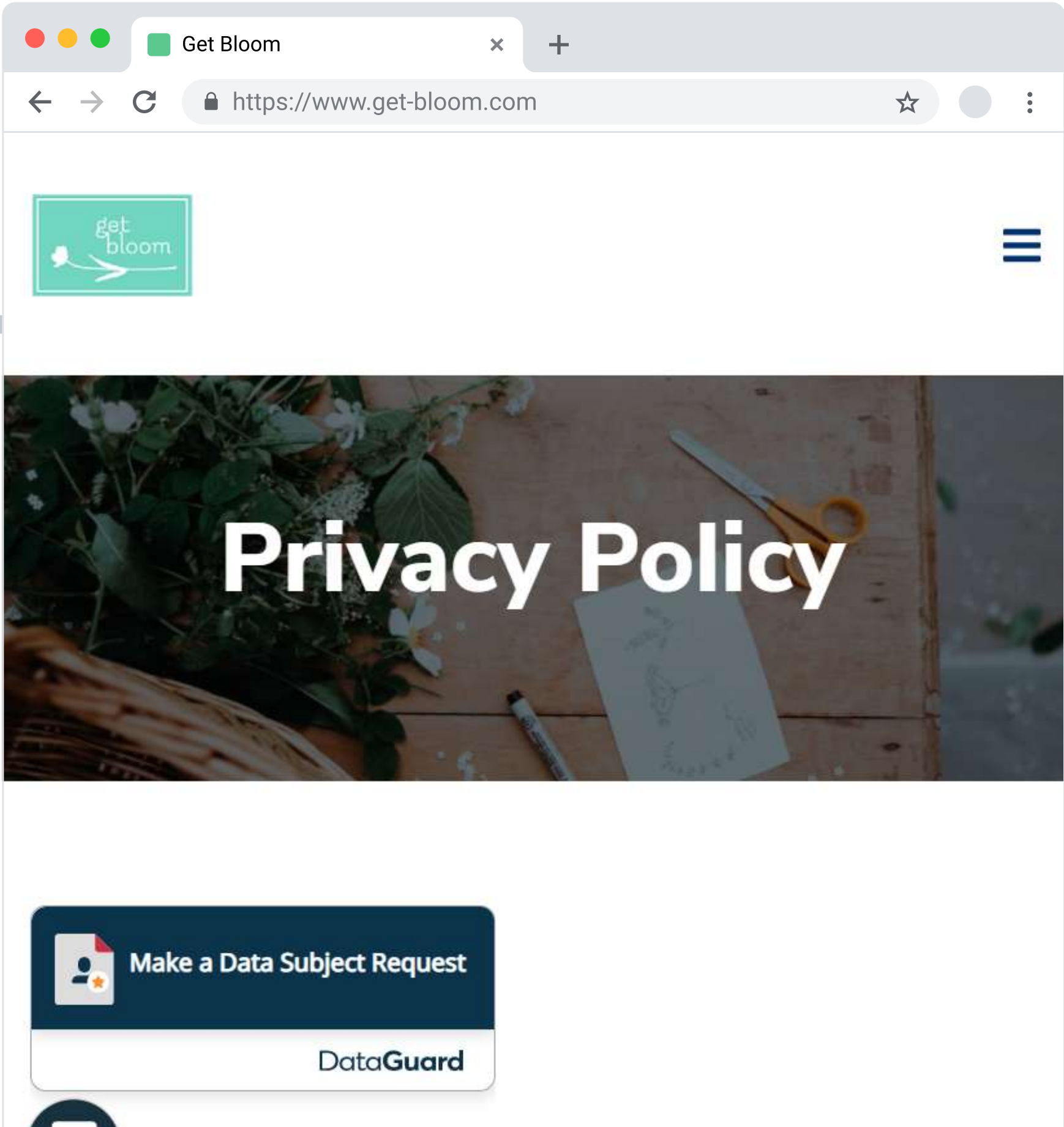


DataGuard Customer

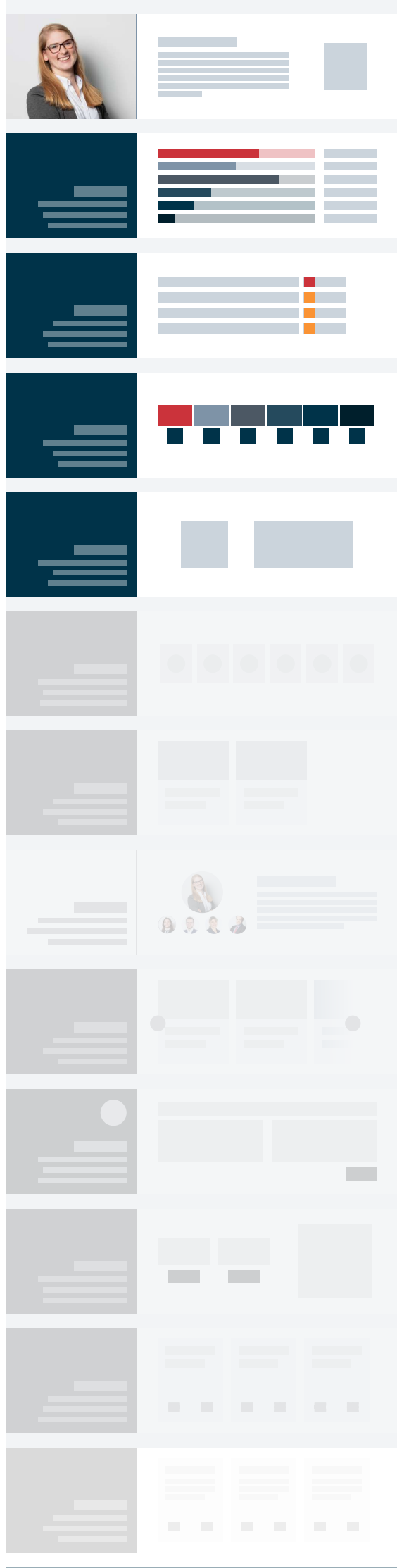


Data Subject

Employee  
Customer  
Lead



DataGuard DPO





# A SIMPLE WEBSITE FORM FOR REQUESTS

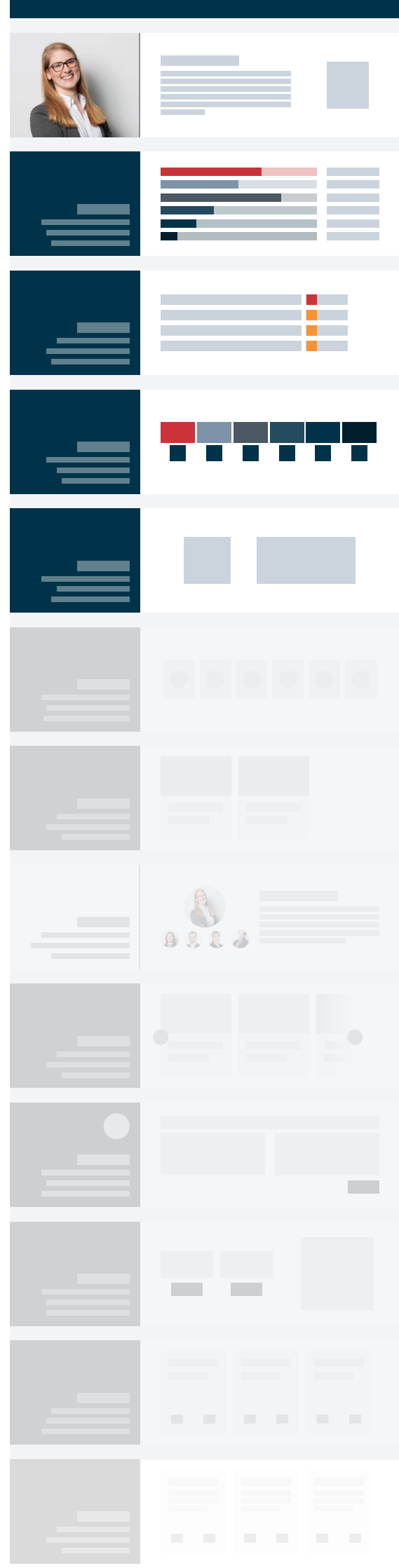
## Build brand trust by showcasing your dedication to data privacy on your website

The image is a composite illustrating the DataGuard system for handling data subject requests. It features three main components:

- Web Form:** A browser window displays a form titled "Exercising your rights as a data subject". The first step, "What is your relation to our company? \*", offers radio button options: Employee, Former Employee, Customer, Interested Person, Contractor / Business Partner / Supplier, and Newsletter Subscriber. The second step is "What is your request about? \*". Below the form, a "DataGuard" button is visible.
- Embedded Widget:** A circular callout shows a dark blue button labeled "Make a Data Subject Request" with a user icon, and a white box below it with the "DataGuard" logo.
- Email Response Template:** A circular callout shows a white email template. It includes a header "Thank you for submitting your data subject request", a body section "We have received the following information from" followed by details like "Relationship with the company: Customer", "Type of request: Restriction of processing", "Name: Jane Doe", and "Email address: [janedoe@example.com](\"mailto:janedoe@example.com\")", and a sign-off "Best Regards, DataCo GmbH".

At the bottom, two red callout boxes provide additional context:

- On the left: "Embed the form into any page on your site".
- On the right: "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 2020-04-23	DSR Type	-			

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

No Status added

Add Status

Next

Extend Deadline

You cannot extend a deadline you cannot revert

Why do you wish to extend the deadline

Select reasons that apply

Select All

Identification failed

Too many requests

Transparent deadline extension



## 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.



**+49 89 412 070 33**

[contact@dataguard.com](mailto:contact@dataguard.com)

[www.dataguard.com](http://www.dataguard.com)

