

Data protection – Internal documentation (Data Management Program)

Price: CHF 3,500 (excl. VAT)

Summary: Assistance in the drafting and review of your company's internal documentation in connection with the management of data (data management program).

If you need more detailed information about this topic, we will be happy to send you a copy of our “Factsheet Data Protection Internal Documentation”.

The core module of this package is The Master Internal Policy on Data Protection and Information Security – a high level document which defines your key internal governance and objectives regarding data protection and information security. This document is completed by the Data Processing Regulation, which sets forth the most important rules regarding data protection and defines in particular: (i) data processing principles which your employees must abide by when handling personal data; (ii) processes for engaging sub processors; as well as (iii) the core requirements pertaining to security, transfer of data to third countries, data subject rights, etc.

Depending on your needs and priorities, you can either opt to obtain all or part of the following additional products:

- Data Retention Policy [CHF 1,000 excl. VAT]: sets out storage duration (under Swiss law) for your documents and information in order to comply with data minimization requirements.
- DSAR Guidelines [CHF 650 excl. VAT]: defines your internal processes to response to Subject Access Requests (SAR). You will also get template answers to respond to individual individuals, and a template DSAR log file to register the requests you receive and the actions you have undertaken.
- Information Security Policy [CHF 1,500 excl. VAT]: defines the principles and basic rules for information security management.
- Information Sensitivity Policy [CHF 500 excl. VAT]: classifies the information processed by the company according to set criteria and define general obligations applicable to the handling of each category of information.
- Incident/Data Breach Response Plan [CHF 1,500 excl. VAT]: sets out the company's incident-response processes and procedures, including for data breach notification.
- Other: to be defined depending on your needs.

Process and Deliverables



You share with us all available information regarding your company and processing activities, based on questionnaires we provide.



We review the material and, if needed, recommend conducting a separate preliminary assessment of your company's current level of compliance with the data protection legislation (under the relevant product sheet).



We produce an initial draft of the relevant document(s) (or review the existing document).



We hold a 1-hour follow-up call or meeting to discuss any comments.



We produce a finalized version of the document(s).

Limitations, conditions, and assumptions

Requires successful onboarding as a client of the firm (incl. KYC, conflict checks, and signed engagement letter).

The package does not cover the initial assessment of your data protection compliance level and the definition of your strategy in terms of data protection management, which is mentioned in step 2 above. Please refer to the relevant product sheet.

Services not included in the package will be charged at standard rates and subject to our engagement terms.

If interested, please send an email to contact@idest.pro or call us at + 41 21 321 0880.