

## Manches complete service

In addition, our data protection team provides:

- Tailored advice relating to:
  - sale/purchase of databases of personal data
  - data losses from laptops, CDs, memory sticks
  - e-communications and marketing
  - online behavioural advertising
  - any other data protection issue.
- Training sessions for your employees to raise awareness and to offer best practice guidelines.

For further information, please contact:



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## Why use Manches?

Manches LLP is a leading IT law firm, with offices in Oxford, Reading and London. Our specialist data protection experience includes:

- Advising a mobile telecoms operator on managing the compliance of a new centralised means of delivering services throughout Europe with legislation and regulation concerning data protection, data security and lawful interception
- Advising a marketing and data management company on data aggregation issues
- Advice on the lawful transfer of data outside of the European Economic Area
- Advising a public body on freedom of information issues before their tender for the procurement of services, including a consideration of commercially confidential information and how this could be protected



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*ManchesProtect*  
**Data Protection Audits**

## How secure is your data?

After a string of high-profile incidents of loss of personal data and incorrect use of databases, the Information Commissioner's Office (ICO) - which enforces compliance with data protection legislation in the UK - has taken a more proactive stance, bringing data protection issues back up the risk register.

As well as negative publicity, breach of data protection principles can lead to both criminal and civil sanctions. The ICO's power to fine organisations for serious Data Protection Act (DPA) breaches should prompt any organisation holding personal data to review its policies and procedures.

## How can Manches help?

*ManchesProtect* offers a focused and effective Data Protection Audit to help you comply with data protection obligations. The fixed price Audit assesses your current compliance status, identifies potential problems and suggests practical recommendations. Our Audit report sets out our findings clearly in non-legalese language. We also provide a hotline facility for those who purchase the entire *ManchesProtect* package, so you can get instant answers to vital questions.

## What does it cost?

*ManchesProtect* can be taken as a complete product or you can choose three distinct elements covering separate areas, as outlined overleaf. We charge a fixed fee depending on the complexity and volume and will advise you of the fee after an initial discussion with you. There is a discount for taking all three elements of the audit at the same time.

## General Compliance Audit

- Are you collecting personal data?
- Do you have to register as a data controller or are you exempt?
- Are you complying with your basic duties?

This audit will identify whether you collect the type of data relating to individuals which is classified as Personal Data under the DPA and, if so, whether you are the Data Controller, and therefore have specific obligations.

Most Data Controllers need to notify the Information Commissioner's Office (ICO) of their activities but some are exempt. Our audit will let you know what applies to you.

## Data Protection Notice Audit

- Do you collect personal data on or off-line?
- If so, do you have a data protection notice on the relevant web page?
- Does it comply with best practice?

This audit examines how you collect data through your website or via printed materials, such as point of sale leaflets, questionnaires or application forms.

You need to provide a "fair collection notice" to the people whose personal data you are collecting, which enables them to give informed consent to its use.

We will examine how well your notice complies with the DPA requirements and with best practice and will provide a 'traffic light' report that highlights the extent of compliance.

*"Manches IT team is brilliant, reliable and responsive"*  
The Legal 500 UK 2009

## Subject Access Requests Audit

- How do you respond when your employees or other data subjects ask for copies of personal data which you hold?
- To what extent do you have to comply with their request?

This audit addresses the procedures and requirements in relation to giving a data subject access to his/her Personal Data. It can be time-consuming for businesses to determine the extent to which confidential internal documents (or other documents) have to be supplied in response to such a request.

Our report offers a high-level analysis of your existing procedures and, in relation to the documents or files that your business uses, an indication of the specific material that you may be required to provide in response to such a request.

## Act now

The cost of not complying with DPA requirements can be high. So, take the first step towards peace of mind. Contact us today to arrange your *ManchesProtect* audit.

