

# FINANCIAL SERVICES DATA PROTECTION TOOLKIT CONTENTS



Category	Documents
	<p>Guide for Small and Medium Sized Enterprises Data Protection (Jersey) Law 2018.</p> <p>General regime for administered Controllers / Processors under the Regulations and the Law.</p>
<b>2. Data Controllers and Processors</b>	<p>Are you a data controller or a data processor?</p> <p>Duties of data controller.</p> <p>Data controller &amp; data processor contracts.</p> <p>Appointing a data processor.</p> <p>What needs to be included in a controller - processor agreement summary?</p> <p>What needs to be included in a controller - processor agreement detail?</p>
<b>3. Embedding Data Protection into your business operations</b>	<p>Elements of a good data protection policy.</p> <p>General regime for administered controllers/processors under the Regulations and the Law.</p> <p>Personal Information Audit.</p> <p>How do we document our processing activities?</p> <p>Records management checklist.</p> <p>DP Principles - Storage &amp; Retention.</p> <p>Privacy Policy Checklist.</p> <p>Privacy Policy Template.</p> <p>What should a Data Protection Impact Assessment contain?</p>
<b>4. Data Security &amp; Breaches</b>	<p>Breach reporting guidance, notification obligations and action you must take.</p> <p>10 practical ways to keep your IT systems safe and secure.</p> <p>Surveillance &amp; CCTV.</p> <p>Cookie policy template.</p>
<b>5. Personal Information and Individual Rights</b>	<p>Data sharing and subject access checklist.</p> <p>Recognising a request for personal information.</p> <p>All you need to know about what rights data subjects have and how you can honour those rights.</p> <p>What is Direct Marketing and how can you safely use bought marketing lists.</p>
<b>6. Data Protection Officer / Lead</b>	<p>Responsibilities of a DPO or responsible person.</p> <p>Appointing a DPO checklist.</p>