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## UK GDPR:

### RGDP's UK Representative Service

**A cost-effective service for organisations that have no physical presence in the UK and which, under the UK GDPR, need to appoint a UK Representative**

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#### The Requirement

In compliance with Articles 3 and 27 of the UK GDPR, you will need to appoint a UK Representative if you are a data controller or processor not established in the United Kingdom and you process the personal data of data subjects who are in the United Kingdom and where your processing activities are related to:

- ✓ the offering of goods or services, irrespective of whether a payment of the data subject is required, to such data subjects in the United Kingdom; or
- ✓ the monitoring of their behaviour as far as their behaviour takes place within the United Kingdom.

The UK Representative's role is to act as the point of contact for any issues relating to your processing of personal data in the UK, including communications with the UK regulator, the Information Commissioner's Office (ICO), and your UK based data subjects.

#### RGDP's UK Representative Service

In order to provide you with the necessary assurance that RGDP will responsibly and effectively act as your UK Representative in accordance with Articles 3 and 27 of the UK GDPR, we need to understand a bit about your business and your data processing activities. We also think it is important that you meet us so that you know who is representing you in the UK. Our UK Representative Service therefore starts with an 'Introductory Meeting' (usually on-line) to enable us to get to know each other. The 'Introductory Meeting' is free and will last for up to two hours and will be hosted by one of RGDP's experienced Data Protection Officers (DPO) who will ask you some questions about your business and data processing activities.

The DPO will answer any questions you may have about RGDP and our UK Representative Service and they will also be able to provide you with advice in relation to data protection compliance in the UK. We will ask you to nominate a first point of contact who will ensure that RGDP is afforded appropriate access to such individuals and information in your organisation as is necessary for us to carry out our UK Representative Service to you.

From then on, your RGDP DPO will be available as your UK Representative whenever required. They will fulfil the statutory requirements of the role in compliance with the UK GDPR and will be your first point of contact for advice and practical support whenever you need it. This may include:

- ✓ Advising your staff and your DPO or Data Protection lead.
- ✓ Acting as your UK point of contact for the ICO.
- ✓ Acting as your point of contact for data subjects whose personal data is being processed by you in the UK.
- ✓ Providing advice and practical assistance with, for example:
  - ✓ Documentation - Data Maps, Record of Processing Activities, Privacy Notices and Policies/Procedures.
  - ✓ Data Protection Impact Assessments (DPIA).
  - ✓ Third party data sharing and data processing agreements.
  - ✓ Marketing activities.
  - ✓ Staff training.
  - ✓ Compliance updates/reports and advice for senior management.
  - ✓ Responses to data protection incidents such as data breaches and subject rights requests.
  - ✓ Other Data Protection related advice and assistance as required.

## **Fees and Charges**

Fees and charges will be agreed on a case-by-case basis in line with your requirements and will be clearly stated in a Service Level Agreement. Indicative costs are:

- ✓ There will no charge for the 'Introductory Meeting' with an RGDP DPO.
- ✓ A £30 non-refundable fee per calendar month to retain RGDP LLP as your UK Representative.
- ✓ Any additional work conducted by your UK Representative will be charged at hourly, half-daily, daily or fixed rates as agreed.

## **Further Information**

For more information about the service and to arrange a meeting or discuss a quotation, please contact the General Manager of RGDP, **Mark Chynoweth**:

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