



DATAPRO
CONSULTING

DATA PROTECTION COMPLIANCE FRAMEWORK IMPLEMENTATION

PROJECT PROPOSAL

CONFIDENTIAL

DATAPRO CONSULTING

9th Floor PanJam Building,
60 Knutsford Boulevard
Kingston, Jamaica.

LEGAL NOTICE



CONSULTANCY SERVICES TO
SUPPORT COMPLIANCE WITH
JAMAICA'S DATA PROTECTION ACT
(DPA) 2020

This Proposal was prepared on behalf of DataPro Consulting Ltd (an associated entity of BeyondLegal, Attorneys-at-Law Jamaica).

The proposal and its contents are subject to contract and are strictly confidential. It should only be used for the purpose of evaluating our suitability for the proposed project and should not be shared.

WHO



We are experts in data protection.

We specialize in reliable, expert data protection solutions and advisory services for clients of various sizes and industries. Our global team of experts provide advice on all aspects of data protection law and compliance. We have extensive experience assisting companies in strengthening and implementing their privacy and information security framework.

We understand that compliance can be daunting and complicated. Our consultants have extensive data protection, information security and project management expertise, coupled with in-depth understanding of the requirements of various data protection laws and how they should be met, including the EU's GDPR and Jamaica's recent Data Protection Act.

01

Agile startup

We are an innovative, agile, lean startup.

02

Full-Service Boutique

We offer a wide range of services and solutions to support our clients in their data protection, cybersecurity, reputation and privacy efforts.

03

Global Expertise

We are an international team of experts offering competent, practical, solutions-oriented advice.

WHO WE ARE

We are an international network of data privacy specialists.

Our Team



René Roper
Chief Legal Advisor
& Lead Consultant



Alaina Reid
Data Protection
Associate (Jamaica)



Allan Roper
Chief Operating
Officer



Xavier Johnston
Business
Development
Manager & Fintech
Consultant



Valón Thorpe
PR & Reputation
Management
Consultant

WHO WE ARE

LEAD CONSULTANT PROFILE

RENÉ ROPER

CIPM, CIPP, LLM, LEC, LLB

ATTORNEY | CONSULTANT | ARBITRATOR |
DATA PROTECTION ADVISOR



✉ Email: rene@dataprocaribbean.com

🌐 LinkedIn: [linkedin.com/in/reneroper](https://www.linkedin.com/in/reneroper)

René Roper is a business savvy corporate attorney with with over a decade of experience working on high-impact projects and cross border commercial transactions. Her experience spans a broad range of areas, such as: banking and finance, real estate, corporate and commercial law, arbitration, privacy and data protection. She writes often in these areas and is widely published.

As a privacy expert, René holds international certifications in privacy and data protection as a **Certified Information Privacy Professional and Manager (CIPP-GDPR and CIPM)** and in international arbitration as a Member of the Chartered Institute of Arbitrators (MCI Arb). She currently serves as a global advisory representative for the Caribbean for both the International Association of Privacy Professionals (IAPP) and CI Arb.

Her legal career blends work in the private and public spheres and at the micro and macro levels of law and policy, making her uniquely positioned to provide balanced advice and to help businesses navigate cutting edge legal issues. At the mirco-level, she has headed the legal departments of a sizeable local financial institution, as well as an even larger global tech start-up and is a Director of several companies. Her experience equips her with the business acumen to understand her clients' issues from not only a legal, but also a commercial and policy perspective and to provide practical, solutions-oriented advice. At the macro-level, she is often engaged as a Consultant to various international bodies and government entities.

René holds a Masters in Law (LL.M) from Queen Mary, University of London. She is also a graduate of the Norman Manley Law School and UWI (Cave Hill), where she graduated as Valedictorian and now serves as an Adjunct Lecturer.

René has managed the privacy programs and headed the legal departments of several sizeable entities in the financial services industry, credit union movement and BPO space.



DATAPRO
CONSULTING

The data protection experts

WHAT WE DO

Advisory

We advise on all aspects of data protection.

We design custom courses to sensitize employees to the requirements and obligations of data protection laws and fundamentals.

Compliance Packages

We help design and implement full scale privacy programs. We have the experience & know-how to design solutions tailored to the needs of your organisation, no matter the size or industry. We offer a wealth of training and other resource materials for clients, including sample data protection policies and contracts. We also help craft a risk prevention & response strategy for privacy risks such as data loss and privacy breaches.

Data Protection Officers - on contract

If you prefer more personalized expertise, you can outsource the role of the DPO to us. We provide the individualized support of a data protection officer who carries out services remotely or on site and in close co-operation with your team.

PROJECT SCOPE

Summary of Opportunity
(Terms of Reference)

» Scope of Work

The scope of work to be undertaken include:

1. Undertaking a gap assessment and proposing a remediation roadmap
2. Defining and establishing a privacy governance framework
3. Establishing data asset inventory and process mapping
4. Developing supportive policy & procedures documentation
5. Formulating guidelines/structures to support data subject access request, the consent mechanism, breach notification, incident management with relevant templates
6. Establishing ongoing programme support and monitoring

» Deliverables

1. Gap assessment report
2. High-level compliance remediation roadmap
3. Defined governance and accountability structure
4. Guide development of data asset inventory
5. Staff sensitization & training
6. Supply templates and feedback for privacy policy creation
7. Technical advisory for privacy remediation across the privacy domains (including provision of relevant templates)
8. Define and setup ongoing compliance program and monitoring

» Optional Services

Objectives: To provide guidance on the necessary technological/cybersecurity safeguards that are required to ensure the protection of stakeholder's data: (a) Assess the existing ICT/Cybersecurity systems and controls employed (b)Examine the susceptibility of the ICT system to data breaches or loss. (c) Make recommendations on steps to be taken for the improvement of the ICT/Cybersecurity systems to best comply with requirements of the Data Protection Act and any other applicable data protection laws and standards.

METHODOLOGY

OUR PROPOSAL

Proven Methodology

The scope of work to be undertaken will be conducted by:

- ▶ Identifying directly responsible person and small support team within your organisation to provide project oversight and administrative support including mid-level or senior management.
- ▶ Regular project update meetings among the team.
- ▶ Use of proven data protection tools (Our Five-Step Action Plan) and solutions to remotely capture data and facilitate development of an effective privacy program leveraging the collaborative effort of your team.

We have undertaken similar engagements for entities such as:



M-One Productions
Large-scale
productions, PR &
events

ISP Finance Services
Financial Services
Industry

Radeos Technologies
IT & Software
Development



METHODOLOGY

OUR PROPOSAL



Key Activities

Baseline Risk Assessments and Gap Analysis

- Reviewing the risks associated with how personal data is processed
- Identifying gaps between current practice and best practice
- Developing remediation action plans to reduce risk and the opportunity for compliance failure (compliance road map)

Compiling a Data Asset Register and conducting Data Mapping Exercise

- Identifying the personal data held, who is responsible and whether as a Data Controller or as a Data Processor
- Where the data originates and where it is stored
- Where and why the data is held and how it is used
- The category, volume and “risk” level associated with the data
- Who is responsible for managing it and the retention period
- Archival & destruction process

Policy Drafting and Review

- Privacy Notice and policies
- General data protection policy
- Informed consent forms
- Data Retention policy and Destruction & Archiving schedules
- Various employee training guides

Preparing your Registration Particulars

- Preparing and maintaining your Registration Particulars
- Identifying the lawful basis upon which personal data is processed
- How, why and with whom data is shared
- Who has access to the data and why
- The technical and organisational measures used to protect the data
- How long data is retained and how it is deleted

Data Protection Training

Data protection training services that embed a data protection culture into your organisation.

- Senior managers accountable for data protection
- Information Asset Owners / Department heads responsible for data
- Data facing staff handling and processing personal data

Proposed Timeline



Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Month 1	Month 1	Month 2	Month 3	Month 4
Project Inception	Data Gathering & Gap Analysis	Mapping & Remediation	Policies & Templates	Toolkit Handover
<ul style="list-style-type: none"> • Client onboarding • Kick-off call • Inception Meeting • Planning Meetings • Project scheduling • Work plan finalization & approval 	<ul style="list-style-type: none"> • Conducting facilitated baseline risk assessment & gap analysis • Understand key risks exposures by business line • Establish internal sub-committee • Intro to tools & methods • Data gathering • Data & process mapping 	<ul style="list-style-type: none"> • Presentation of road map to compliance based on baseline risk assessment & gap analysis • Produce a report based on industry best practise for each risk domain • Training on requirements & pathways to compliance • Guided Registration process with Office of the Information Commissioner 	<ul style="list-style-type: none"> • Desk review of current policies, practices & procedures • Developing policies, standards, templates & guidelines for overall privacy framework & key elements (data subject requests, breach notifications) • Training on policies & templates • Finalize data asset inventory 	<ul style="list-style-type: none"> • Testing & validation • Implementing the programs that support compliance & ensuring these remain embedded • Maturity Plan • Monitoring & evaluation guidelines • Final Training • Submission of Data Protection Impact Assessment with Office of Information Commissioner

Proposed Fees

Implementation Initiative	Proposed Fee
Gap assessment report & High-level remediation roadmap	\$450,000
Defined governance and accountability structure	\$80,000
Data assets inventory mapping tool	\$250,000
Privacy Policies & Procedures Library Guidelines/structures to support data subject access requests	\$400,000
Staff Sensitization Training	Included
Incident management & remediation: procedure, templates, guidelines for data breach notifications & response plan;	\$300,000
Preparation of Registration Particulars & filing with the Office of the Information Commissioner	Included
Preparation of Data Protection Impact Assessment for filing with the Office of the Information Commissioner	N/A
DPO Support & Advisory*	FREE
Legal Support & Advisory*	FREE
Subtotal	\$1,480,000
Optional ICT Services - Website Scans	\$500,000
PROPOSED FEES (For Implementation Service)	\$1,980,000
PrivIQ Subscription - Tier I SME (Optional)	\$350,000
Appointment as your Data Protection Officer (DPO) Services	\$150,000 monthly

Our Proposed Fees quoted above excludes taxes and outgoings, including any agreed reimbursable expenses. Our quotation expires 30 days from the date of submission and is limited to the proposed engagement and ToR. Alterations & expansions to the scope of work will necessitate additional fees.

*Value-added services are limited to the project duration and 12 hour cap.

All fee quotations are subject to contract.

WHY CHOOSE US

We look forward to serving you!

» Best in Class Service

Our data protection consultancy services provide you with access to our experienced and knowledgeable team of data protection consultants, who will help you to understand and analyse your existing data protection compliance framework, advise on any issues identified and then provide further support to mitigate the risks associated with these issues.

Objectives

- Enable your organisation to demonstrate compliance with evolving data protection laws
- Provide you with visibility of the maturity of your compliance with evolving data protection laws
- Demonstrate the risks associated with your processing of personal data and areas of weakness that could lead to breaches or compliance failure
- Assist you to maintain data protection standards and demonstrate accountability
- Contribute to the ongoing improvement of customer trust and levels of engagement

Outcomes

- Immediate access to Subject Matter Experts and a broadly experienced team of data protection professionals
- Removal of the 'unknowns' experienced when conducting a similar process internally
- Peace of mind that the process has been conducted thoroughly by broadly experienced privacy professionals
- A decrease in the potential for compliance failure across your organisation
- Substantial reduction in regulatory and reputational risk
- Ultimately leading to improved trust, increased engagement, elevated reputation – promoting ever-increasing organisational value

WHY CHOOSE US

We look forward to serving you!

▶ Best in Class Service

We are confident that we are the right partner to deliver the above scope of works. The benefits the League will gain by engaging us include –

- The ability to leverage and exploit our recent relevant domain experience and expertise.
- The speed in which we can deliver these outcomes leveraging our network.
- Partnering with a consultancy that has completed almost identical scope of work for entities based both internationally and locally.

Our clients gain:

- A robust data protection system
- Access to cyber expertise
- Awareness of the strengths and weaknesses of their existing data protection framework
- A reputation for data protection excellence along with a competitive edge
- Risk analysis to identify data protection vulnerabilities
- Risk management designed to prevent data breaches
- Techniques to ensure solutions remain embedded at all organizational levels
- Data protection security solutions
- Advice on compliance with legal requirements

GET IN TOUCH

We look forward to serving you!

GET IN TOUCH

We remain accessible to you and would be willing to provide you with any further information that you may require.



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THANK YOU



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Compliance. Simplified.