

GDPR Legal Support Services

Template Documents

In response to the requirements of the General Data Protection Regulation (GDPR) Brachers are offering the opportunity to purchase template employment documents that organisations can adapt to reflect their own individual arrangements and support compliance with the new Data Protection Regulations.

Brachers
With you all the way



The documents available are:

- **Privacy notice for use with employees.** Sent to individuals when personal data is collected about them in the context of their employment. This template provides wording, which may be adapted, to provide the required information.
- **Data Privacy Impact Assessment.** Required where high impact activity is undertaken e.g. taking and retaining CCTV images of individuals. The template details the assessment steps to be undertaken and necessary record keeping.
- **Employee Data Protection Policy.** Required by all organisations dealing with personal data e.g. employee information. The template addresses the new individuals' rights and how personal information is held, dealt with and kept secure.
- **IT Policy.** This policy template for IT usage addresses restrictions on individuals' to ensure clarity and underpin security arrangements required by GDPR.
- **Data Retention Policy.** Required by all organisations to detail and justify how long data will be retained. A key requirement of GDPR is that personal data is only retained for as long as is necessary.
- **Clause for use in employment contracts.** Standard wording that can be used to update employment arrangements and existing contract clauses to take account of the new regulations.



Template documents can be purchased individually for £250 plus VAT or you can purchase all six for £975 plus VAT.

Alternatively, tailored policies and procedures can be produced to ensure that you have compliant arrangements in place, should you have specific requirements. Tailored documentation is priced separately to reflect client needs; please contact our team to discuss this in more detail.

If you would like to speak to a member of our team regarding the template documents or the other GDPR services we offer, please email us at GDPRhelplineT91@brachers.co.uk or call 01622 690691