



Information Governance Solutions



***Think Data Protection! Think IGS!***

Accredited by



DATA PROTECTION  
COMMISSION  
(Ghana)

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**Information Governance Solutions**

## About us

Information Governance Solutions provides expert services to support organisations meet jurisdictional data protection obligations and international standards with strategic and policy solutions including staff training and awareness. We specialise in the provision of services for clients to meet their data protection and Cyber/information security obligations, such as, The Data Protection ACT 2012 (Ghana), the EU General Data Protection Regulation (GDPR) and the wider jurisdictions of Africa, Europe, and other global locations.

## Our Mission

We enable transparency and accountability in Information Governance

## Our Vision

Our vision is to be the “First choice for organizations in the public, private and third sector for data protection/privacy and cyber security solutions”.

## Our People

Our pool of consultants has expertise which span from information governance, cyber security & management, data protection & privacy, incident management, business continuity, training & coaching, programme and project management, Information Security Management Systems ISO 27001 Implementors & Auditors and a wide range of business management and leadership spectrums. Our combined experience encompasses private, government (local and central), health, charities and NGOs, education, social care, large and small to medium size enterprises.

## AFRICA IN FOCUS

As the 55 African countries of the African Union (AU) move towards greater integration of trade policies through the African Continental Free Trade Agreement (AfCFTA), one area of noted for trade policy divergence is the governance of digital trade. African nations’ rules governing the protection of personal data are a mixed bag, with some countries offering little to no protection policy while others have extensive digital governance frameworks. Given that internet connectivity, broadband access, and digital trade have coincided with broader economic development, the extent to which African nations form policies governing the digital landscape can also shape development across the whole continent and that is where Information Governance Solutions becomes a competent field player.

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## Information Governance Solutions

We provide consultancy services in

- Cyber Security
- Data Protection/Privacy
- Breach Management
- DPIAs
- Vendor/Third Party Security Assessment
- Information Security Certification and Implementation

Consultancy

Advisory



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## Information Governance Solutions

### Training & Awareness

Our flagship training services offer business specific training and refresher courses covering all aspects Data Protection and Cyber Security awareness for all levels within your organisation

#### Training Areas

- Employee awareness
- Function/Dept Specific Awareness
- Middle Management
- Executive/Senior Management Awareness
- C Suite (Board level)



#### Specialist Training

- Certified Data Protection Supervisor (CDPS) – Practitioner level
- Data Protection Train The Trainer
- Privacy Management



#### Jurisdiction/Coverage Area

- Africa
- Europe - EU GDPR Foundation & Practitioner
- Convention 108+



#### Training Formats

- Classroom (F2F)
- Online
- E-Learning
- Blended approach



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HELPING

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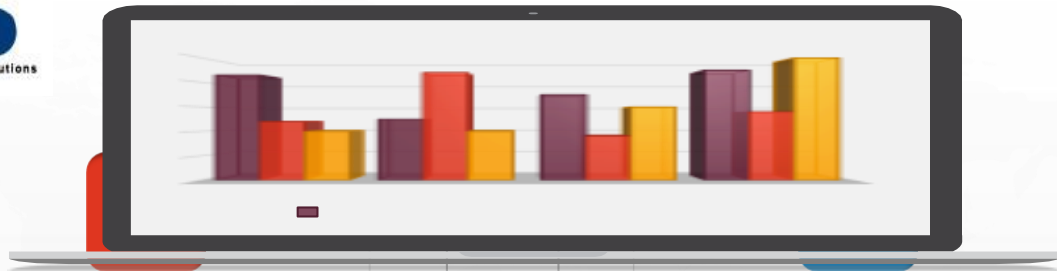
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## GAP ANALYSIS/COMPLIANCE ASSESSMENT AND REPORTING



Data controllers (in Ghana) are required to submit a compliance report to the DPC prior to renewing their registration every two years. Data protection laws required organisations to demonstrate how your organisation is processing personal data, the processes, procedures and measures in place to comply with Data Protection laws such as the Data Protection Act 2012 Act (843) (Accountability)

Our service will conduct an initial Compliance Assessment/Gap Analysis and submit a report to your organisation & supervisory authority such as Data Protection Commission (Ghana) to identify risk areas including potential and actual non-compliance(s). We deliver our report with recommendations/action plan and mitigation activities required to address any identified risks. This can be a one-off exercise or a periodically agreed assessment aligned with the needs of your business.

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## Data Protection Supervisor/Officer as a Service

A Data Protection Supervisor/Officer\* (DPS/DPO) is the person who is responsible for monitoring and advising an organization's compliance with Data Protection laws and other data privacy requirements in other jurisdictions. They must be suitably qualified, with the knowledge & experience to undertake the required duties.

To assist you comply with this requirement under the various DP laws, we offer the Data Protection Supervisor/Officer as a service (DPSaaS/DPOaaS) to organizations on a service contract basis.

The service will act as your outsourced DPS/DPO whilst tailoring it to your specific need according to the size of your organisation and specific processing of personal data. Our consultants are qualified to international standards (Europe – GDPR) as well as certified practitioners to the Ghana DPA 2012.

*\*Also known as Information Officers in some jurisdictions*



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## Benefits of Outsourcing your DPS/DPO to IGS

There are numerous benefits to outsourcing your DPS/DPO role to IGS, however we have highlighted below what we consider to be the top benefits

- ✓ Delivers flexible, tailored data protection support, advice, and expertise to your organization, wherever you are.
- ✓ Access to dedicated & experienced DPS/DPO
- ✓ DPS/DPO who work on your site or remotely as an integral member of your team.
- ✓ You pay only for the time of your DPS\DPO that you have subscribed to.
- ✓ Your DPS/DPOs activities are monitored and managed by IGS Lead Consultant for quality assurance



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# Data Protection Advice and Helpline Service

*Our dedicated Helpline for supporting DPS/DPOs*

## What is the helpline service?

A stand alone helpline for organizations looking for Subject Matter Expert (SME) advise .

Useful where immediate and comprehensive advice is required such as in the event of a data breach or a complicated Data Subject Access Request (DSAR).

## How the service works

The advice line is staffed by experienced, qualified DPSs and available during normal business hours Monday to Friday.

We will always aim to provide an initial response within 8 working hours (1 day) or less depending on your level of service subscribed

## Initial onboarding

Due to the nature of advice and queries that often require rapid responses, to answer quickly, accurately, and comprehensively we first need to conduct an initial compliance assessment to fully understand your organization and data protection compliance posture.

A compliance review will be required as an integral element of our processes when we provide our Data Protection as a Service

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## Category of DPS services

Helpline	Bronze	Silver 	Gold	Platinum	One- Off POA
<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>✓ Access to DP advice</li> <li>✓ Access to DPS/DPO on duty</li> <li>✓ Standard Templates</li> <li>✓ Questions answered</li> <li>✓ (**** does not make IGS the DPS)</li> </ul> <p>Contact us for a quotation</p>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>✓ All Helpline benefits plus</li> <li>✓ Access to dedicated DPS/DPO for up to half a day per month</li> </ul> <p>Contact us for a quotation</p>	<p><b>Benefits per month)</b></p> <ul style="list-style-type: none"> <li>✓ All Helpline benefits plus</li> <li>✓ Access to dedicated DPS/DPO for up to One a day per month</li> </ul> <p>Contact us for a quotation</p>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>✓ All Helpline benefits plus</li> <li>✓ Access to dedicated DPS/DPO for up to two days per month</li> </ul> <p>Contact us for a quotation</p>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>✓ All Helpline benefits plus</li> <li>✓ Access to dedicated DPS/DPO for up to 3 days per month</li> </ul> <p>Suitable for organisation with multiple jurisdictions. Support will include any Africa jurisdiction and GDPR</p> <p>Contact us for a quotation</p>	<p><b>Benefits</b></p> <p>Access to the Lead DPS/DPO 24/7</p> <p>Suitable for Assistance for breach management and advice on specific projects. Useful when urgent advice and services required.</p> <p>Contact us for a quotation</p>

**Minimum 12 Months Contract**



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