



muckle^{LLP}

Safe data, sound advice

Peace of mind. For you and your
business, with expert legal advice
on data protection.

Is your data protected?

With so much changing in data protection legislation, it's not easy to stay up to date. But with multi-million pound fines and embarrassing media coverage at stake, it pays to make sure you're compliant.

That's why getting the right advice is so important. Data breaches can be managed and fines avoided, with a little help from our data protection experts.



I was hugely impressed with the team's data protection expertise and the professional advice we received. I would happily recommend Muckle LLP."

Kirsty Byers, Head of Marketing at LamasaTech



The Muckle data protection team have provided us with excellent external support and expertise in the implementation of our data protection strategy, including very engaging training workshops. They are always available and give reliable, commercially focused advice that helps us maintain compliance."

Tim Saunders, General Counsel at Eight Fifty Food Group

Specialist legal services

From fixed price retainers to bespoke packages, we have specialist data protection services to suit every business and budget.

Mi SAR - £950 plus VAT per request

Save the stress and let our experts deal with your subject access requests (SARs). Under Mi SAR we will:

- ✓ Review the request from the data subject and prepare your initial response
- ✓ Discuss the SAR process with you by telephone (or meeting if you would like to come to our offices), explaining the steps you need to take to comply with the request
- ✓ Prepare your final response letter

Please note that Mi SAR does not include advice surrounding particular exemptions you may be able to rely on for certain documents, or advising on redactions or extractions and assumes you have a GDPR compliant privacy policy in place.

If you need something a little more tailored, and need some help reviewing documents and applying appropriate exemptions, we would be delighted to assist you. In order for us to be able to accurately quote for this service, we will need to know how many documents you would like us to review.



Muckle have always provided us with quick, clear and concise advice relating to data protection issues".

Dame Allan's Schools

Mi Breach Support - from £950 plus VAT

Data breaches can be sensitive and stressful, not only for those dealing with them (especially if you are subject to a malicious attack or unprovoked hack), but also for the data subjects whose personal data may have been compromised.

We can use our experience, to help you manage this process as follows:

- ✓ Face to face support, with your key stakeholders or management team, to advise on the best course of action
- ✓ Advice on reporting to the Information Commissioner's Office (ICO)
- ✓ Preparing your communication to affected data subjects

We can also help with any dispute that might arise from a data breach. Sometimes this can happen if it is particularly sensitive, even if you have taken all the right steps to manage it. Please do not hesitate to call us if you have any questions.

Mi Data Training - £1,500 plus VAT

We offer remote data protection training courses and interactive workshops for your employees, to better understand the key areas of the data protection legislation.

Our training package last approximately half a day (3.5 hours) and includes:

- ✓ A brief overview of the data protection legislation
- ✓ Explaining the key definitions, for example, what does 'personal data' actually mean?
- ✓ Explanation of the lawful bases for processing and data protection principles
- ✓ What are data subjects' rights?
- ✓ What powers does the ICO have to enforce, including recent examples
- ✓ Do you need a data protection officer?
- ✓ What is a personal data breach?

Throughout our interactive sessions, we encourage discussion through a number of different exercises (included in the cost!) and have a Q&A session at the end.

If you would like a tailored training session, where we talk your employees through your company policies and procedures, in addition to the above, please let us know and we can provide you with a quote for this service.

We can also offer pre-recorded seminars, for you to include within your employee training/inductions. Please contact us if you would prefer this service, and we can talk through your requirements.

Tailor-made services

If you need some extra support, or something a little more specific, we can also offer the following services:

- ✓ Appeals and complaints to the ICO
- ✓ Data protection project management
- ✓ Analysis of your position with regards to being categorised as a data controller (joint or independent) or data processor (including sub-processors).
- ✓ Advice on data sharing, in the UK and elsewhere and the documentation you might need
- ✓ Preparation of appropriate data processing agreements or clauses



GDPR is a minefield, as everyone knows. Dealing with an SAR request, or making sure your company is compliant can be complicated and time-consuming. Upon speaking to Alex or a member of the team it's clear that they are experts in this field; they are responsive and provide clear, concise advice. For anyone with concerns, or looking for assistance, I would thoroughly recommend contacting Alex or a member of her team.

**Harriet Spalding, Investment Sales
Manager at Mandale Group**

Data protection specialists at your service

Our lawyers are dedicated data protection specialists, but we don't expect our clients to be. We provide friendly, straightforward advice that works for you and your business. On time and on budget. Every time.

Give us a call to find out more.



Alex Craig
Partner

Tel: 0191 211 7911

Mob: 07880 039 706

alex.craig@muckle-llp.com



Alex Speirs
Associate Solicitor

Tel: 0191 211 7997

Mob: 07785 425 330

alex.blenkinsop@muckle-llp.com



Time Central, 32 Gallowgate, Newcastle upon Tyne, NE1 4BF | DX 61011

Tel: 0191 211 7777 | Fax: 0191 211 7788 | muckle-llp.com

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