

# Employee Privacy Compliance Training Kit

**Get your team ready**



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# What are Privacy Regulations

Laws like the GDPR are regulations to strengthen data protection for all individuals. This means that **if you have a website that processes personal data, you need to follow laws and procedures** to become compliant and avoid fines. Such personal data can include names, addresses, birth dates, contact information, or driver's licenses.

Besides the GDPR, most regions around the globe are putting in place privacy laws that businesses are expected to comply with. Privacy management should be part of your organization today.

With **LegalSite** your company becomes protected against legal risks, privacy compliant and always up to date with the latest regulatory developments.

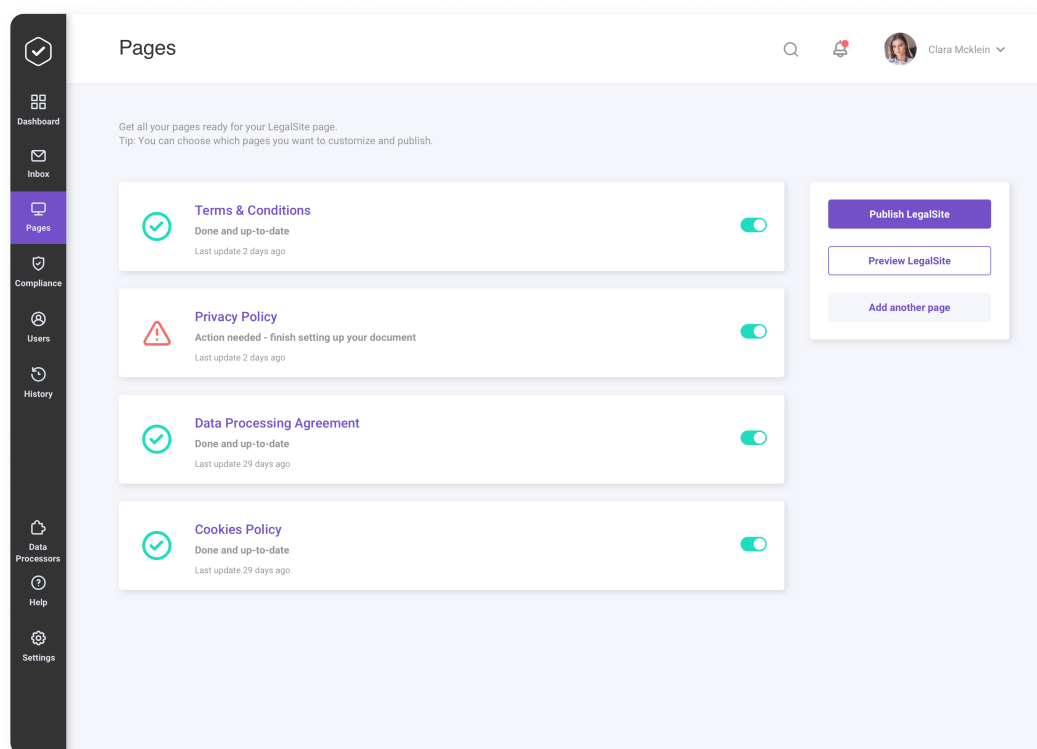
Up and running in minutes so you can focus on your business.

If you own a website or web application and employ several people in managing that website or app, you'll need to train those employees to be more privacy compliant. Luckily, it's a pretty brief and simple process.

Before diving in, it is very important to note that privacy compliance is much more than setting up some pages. When it comes to adhering to the EU General Data Protection Regulation (GDPR), privacy compliance also involves handling data, performing audits, responding to requests, working on DPAs, etc.

# Setting up Legal Pages

If you have a website that processes data related to people you are required to have legal terms applied. Today you are taking a legal and financial risk if you do not put these in place. But don't worry, we do all the heavy lifting for you. Employees such as developers and copywriters working on a website can easily set up legal pages with LegalSite.



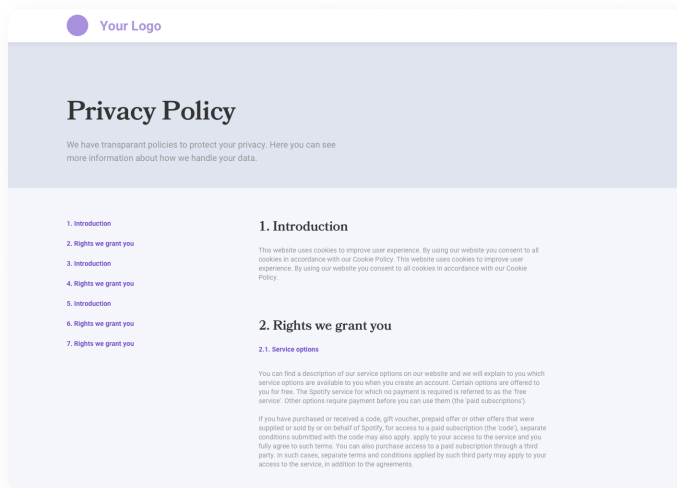
## Terms & Conditions:

Terms and Conditions are required for any business. They protect you from many potential liabilities. A T&C page is essentially a contract between a user and a website. It outlines general and particular arrangements, rules, provisions, requirements, specifications, and standards between the two entities for legal protection as the website and also the informed consent of the user. Outline just what your website does with your user data in your T&C page.



## Privacy Policy:

A Privacy Policy is required by law if you collect any kind of personal user information. That also includes any third-party service providers you're using like Google Analytics. A Privacy Statement or Privacy Policy is a digital document that discloses all of the ways data is used by a website - including how it is used, disclosed, and managed.



## Cookies Policy:

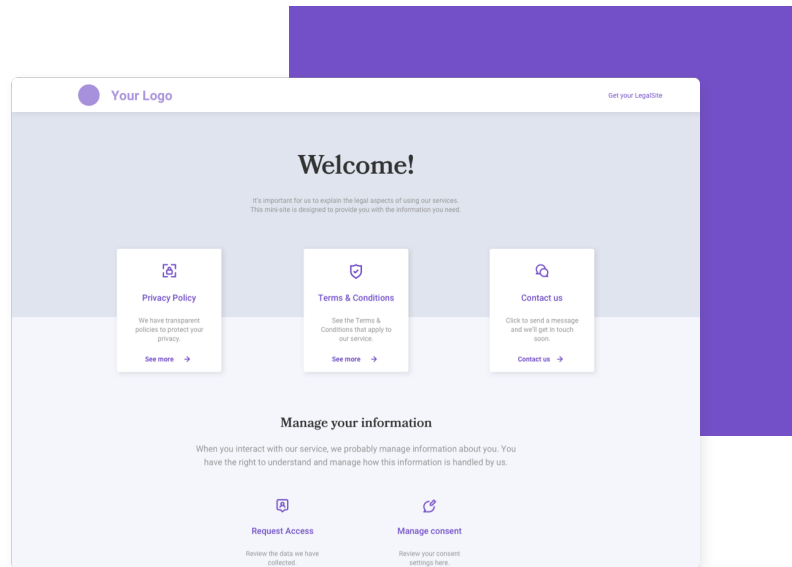
Cookies are packets of data that a browser receives and then returns it without editing or modifying it. When one accesses a website, a cookie is sent to their browser where it is stored. They help websites track a user's visits and activities for the benefit of the website as well as the user. A Cookies Policy should inform your users with all the information regarding the cookies you have on your website such as: what cookies you have, what user data they track, for what purpose, etc.

LegalSite provides **professional templates** continuously updated by our team of legal experts. **Easy to understand** for your users and presented in a pleasant readable format. Customize them where needed and you're done!

To set up legal pages on your LegalSite, log in and go to the 'Pages' section. You'll find all of our legal templates, just click each one of them and you can easily customize the content to better suit your company. Just click on the button 'Publish' and you're done! These legal pages will be available on your LegalSite, always up-to-date with the current privacy laws.

# Becoming compliant

LegalSite provides a powerful toolkit to help you become compliant with current privacy regulations quickly and allows you to handle related privacy operations easily at scale. To get started, just log in on LegalSite, go to the 'Compliance' section and explore the following steps to become compliant.



## Privacy Impact Assessment

You are legally required to go through the procedure of assessing your privacy risks with a Privacy Impact Assessment (PIA). It's a questionnaire so you can document how your Data Subjects's data is maintained, how it will be protected and how it will be shared. With a simple step by step form, we help you streamline this process and keep records of your assessments.

## Data Breach Incidents

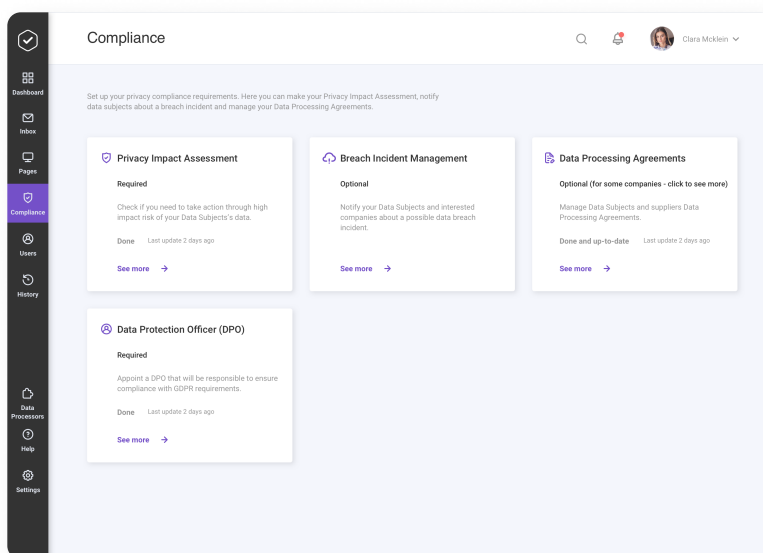
You need to have a procedure for data breach incidents that happen inside your organization or with a data processor. We guide you through this process with a simple form so it can be done easily and with transparency. In the event of a data breach incident, you need to notify affected users, companies and report the breach to the relevant supervisory authority within 72 hours after becoming aware of it.

## Naming a Data Protection Officer

Your company is required to appoint a Data Protection Officer that will be responsible to ensure your company's compliance with GDPR and other data protection laws requirements. A DPO can be an existing employee or externally appointed and will act as the contact point for the supervisory authority, train the organization employees on compliance requirements and conduct regular assessments and audits. Doing this on LegalSite is easy, just fill the DPO form with contact information and you can even choose if you want to display this section on your LegalSite.

## Data Processing Agreements

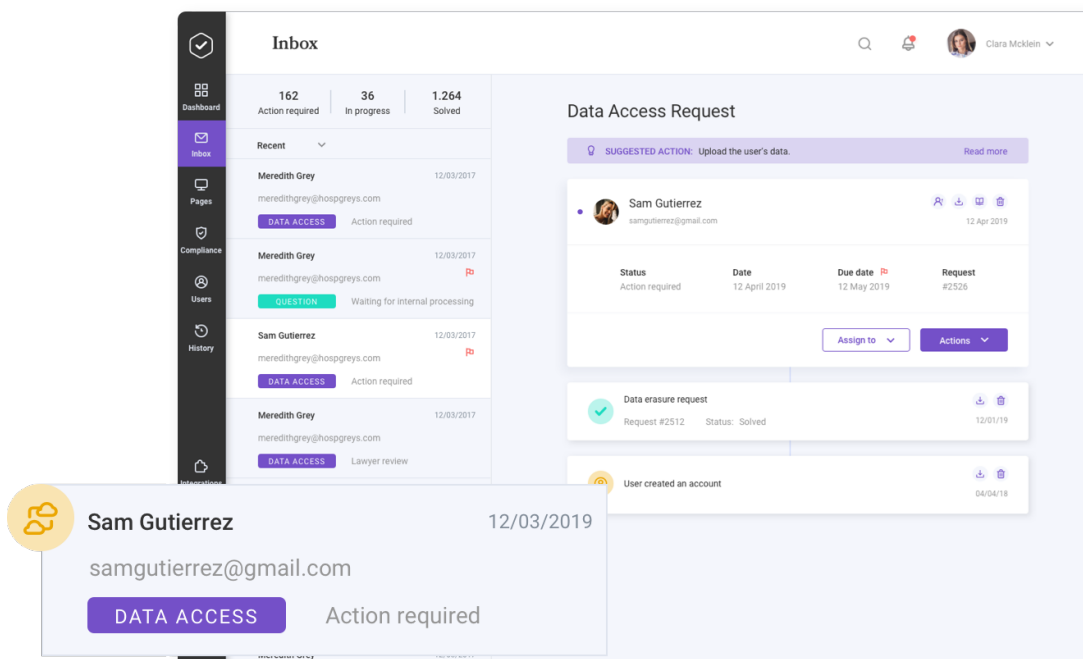
A Data Processing Agreement (DPA) is a written contract required by the GDPR when one business processes personal data on behalf of another business. It's a way to give the controller an assurance that their data processors also protect the data and act in a GDPR compliant manner. A DPA regulates the nuances of data processing, such as the processing scope and purpose, as well as the relationship between the controller and the processor.



LegalSite provides a DPA template so you can send it to your clients using your LegalSite, including capturing online signatures. You can set up your page's content at the 'Pages' section and track all your Data Processing Agreements at the 'Compliance' section.

# Management

Privacy regulations allow your users to make multiple requests regarding their data and websites must respond to these requests within one month. With LegalSite you can centralize all incoming requests from your users such as data access and data erasure and see important deadlines. You can handle requests fast and easy, and still, ask for a lawyer to review it. After setting up your compliance you will have all the tools you need. Just go to your 'Inbox' section on LegalSite and you will be able to process data requests at scale efficiently.



Managing all of these legal docs, consent forms, consent pop-ups, and legal jargon may seem like a lot. However, with LegalSite, managing and crafting all of these legal requirements is incredibly easy.

Go to [www.legalsite.co](http://www.legalsite.co) and create an account to become protected against legal risks, privacy compliant and always up to date with the latest regulatory developments. Up and running in minutes so you can focus on your business.

