WHY YOUR ORGANISATION NEEDS GDPR REPRESENTATION

Article 27 of the GDPR requires organisations outside the European Economic Area (EEA) that process EEA residents’ data on a regular basis to appoint a Representative. The Representative is required to:

- Be the point of contact in the EU for data subjects and supervisory authorities from each of the member states
- Enable supervisory authorities to pursue enforcement actions within the EEA

After Brexit, the UK will cease to be a member of the EU, therefore:

- Organisations from outside the EEA who do not have a presence inside the UK will need a Representative in both the EEA and the UK
- UK organisations will need a Representative in the EEA
- EEA organisations will need a Representative in the UK

WHAT THE GDPR REQUIRES OF A REPRESENTATIVE

Responsibilities

- The Representative is required to:
  - Co-operate with supervisory authorities
  - Facilitate communication between data subjects and your organisation
  - Be readily accessible to data subjects in all relevant member states
  - Maintain a Record of Processing Activities (RoPA) in accordance with Article 30 of the GDPR

- Supervisory authorities can hold Representatives liable for non-compliance of both the Representative themselves and the organisation they represent

The position

- The Representative:
  - Is appointed to represent data controllers or processors that are not established in the Union
  - Must be established in one of the member states where the controller or processor’s data subjects reside
  - Can be subject to enforcement proceedings for non-compliance by the controller or processor.

- The Representative can be a person or company, but with a lead contact assigned

- The Representative appears on your privacy policy as the contact for EU data subjects

YOUR GDPR REPRESENTATIVE SHOULD WORK WITH YOU TO:

Set up your GDPR compliance framework

- Ensure your privacy policy displays the Representative’s contact details
- Understand your dataflows
- Review previous gap analysis and impact assessments
- Ensure adequate security measures are being taken to protect EU residents’ data
- Be aware of any previous breaches or non-compliance
- Establish a copy of your Records of Processing Activities (RoPA)

Provide ongoing GDPR Representation

- Maintain and update your RoPA on an ongoing basis
- Translate and respond to queries from European data protection authorities and data subjects
- Log and (where appropriate) report breaches
- Receive and log data subject rights requests and advise on suitable responses
- Advise on data protection regulatory issues that impact your organisation

This fact sheet explains which organisations must appoint GDPR Representatives for the EU and the UK. It outlines the key responsibilities of the role and how it is carried out.
The DPO Centre provides:
- EU Representation to organisations from outside the EEA
- UK representation to organisations from outside the UK, post Brexit
- EU representation for UK & other organisations outside the EEA, post Brexit

Our service provides you access to established and experienced GDPR representation services across the UK and all EU member states from our team of qualified GDPR and data protection professionals. The Representative can liaise with supervisory authorities, supervise Data Subject Access Requests (DSARs), build and maintain Record of Processing Activities (RoPa).

**TERRITORIAL SCOPE**

The DPO Centre provides local representation and translation services both in the UK and any of the 27 member states across continental Europe. This includes a physical address in any member state to use on your privacy policy and a local telephone number answered in the native language.

You can always remain compliant with Article 27 of the GDPR even if you only process the personal data of data subjects that reside in a specific EU member state.

**HOW THE SERVICE WORKS**

**Initial onboarding**
- Ensuring your privacy policies and framework are in place
- Establishing your Records of Processing Activities (RoPA)

**Ensuring ongoing compliance**
- Maintaining and updating your RoPA with new dataflows and processes
- Translate and triage data subject rights requests and assist with appropriate responses
- Inform and advise you on data protection issues impacting your operations

**BENEFITS OF THE SERVICE**

- Highly cost-effective
- A Representative organisation consisting of a team of experienced data protection professionals
- Adviseline to provide assistance, recommended actions and appropriate responses
- Two-way translation of requests in all major EU languages
- Coverage for both EU and UK post Brexit
- Experience and shared best practice gained from working with over 300 clients

**THE DPO CENTRE PROVIDES GDPR REPRESENTATION FOR ORGANISATIONS IN:**

Medical and Healthcare
Retail and eCommerce
Software and Technology
Finance and Insurance
Universities and Colleges
Charities and Not-for-profit

**THE DPO CENTRE PLEDGE**

Put your EU and UK representation requirements in place with The DPO Centre straightaway and we will
- Put an agreement in place that covers all eventualities
- Only charge the fee relevant to the eventual outcome
- Cancel the UK representation contract if Brexit is reversed

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**NO BREXIT NO UK FEE**