

GOVERNANCE, COMPLIANCE AND DATA PROTECTION

**Efficient implementation of data protection requirements
in the business environment.**

IMPLEMENTATION OF DATA PROTECTION REQUIREMENTS – A DAILY CHALLENGE.

In any business or administrative environment, all sorts of data are stored, processed and exchanged: clients, patients, population and employees. The criteria for governing this information are established by diverse statutory security requirements, which include the Swiss Data Protection act and its related accessory regulations.

Where do you stand, with respect to the implementation of these requirements?

- Do you plan to implement effective data protection in your business environment, and need information on which regulation you need to comply with?
- Are you working on the adaptation of processes in your business, but do not know what criteria must be met to be compliant with the data protection requirements?
- Maybe you are already aligned with data protection; however you wish to know what tools can help you assure the most efficient monitoring of compliance to the statutory and regulatory requirements?

Our experienced consultancy service will be happy to answer these and all other questions you may pose in your business, on the subject of data protection.



Our services include:

- Definition of a security strategy based on corporate governance.
- Advice and support with the development of a data protection policy and the accompanying user directives and instructions.
- Advice and support in the definition of a security organisation, including function descriptions.
- Design of a data protection management system (DSMS).
- Setting up and introducing a DPMS.
- Implementation of data protection requirements in compliance with the law.
- Review of conformity with the Swiss Data Protection Act.
- Design and implementation of targeted action to promote employee awareness.
- Review of employee conduct by means of a social engineering audit.
- Technical implementation in compliance with the Data Protection Act.

Data protection management – pragmatic and efficient.

To organize the data protection management process efficiently, adapt it to the specific needs, and implement it accordingly, we use our Information Security Management Tool. This tool helps you safe-guard the acquisition and evaluation of personal data records in perfect compliance with the law.

Systematic approach to processing and storage of information and personal data in compliance with the law.

1 Initialization

- Definition of criteria and terms of reference (scope, roles and responsibilities).
- Determination of relevant laws and directives (DSG, branch directives etc.).
- Definition of the strategy on data protection issues (data protection policy, implementation guideline).

2 Inventory of databases

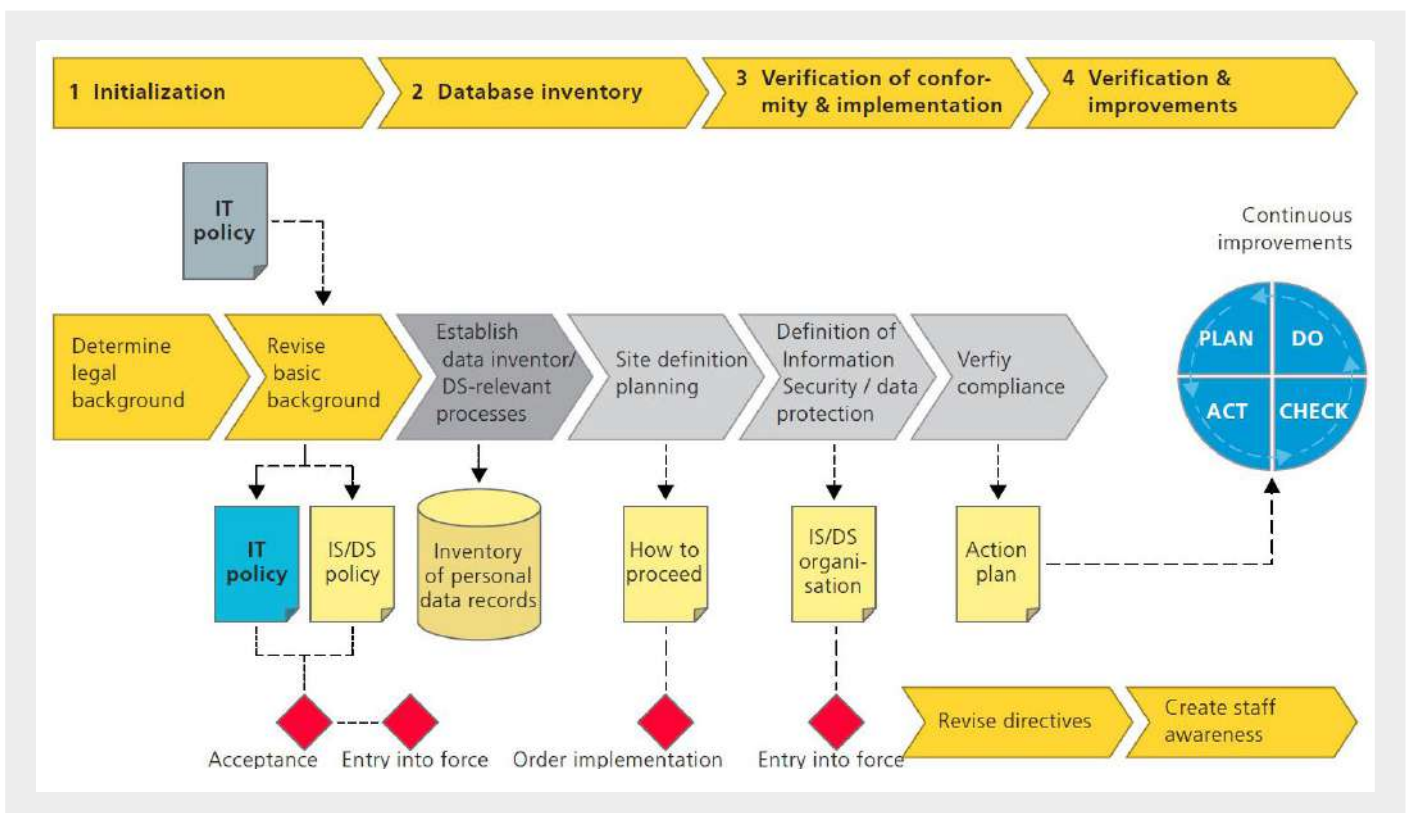
- Full inventory of all databases by a desktop review and interviews.
- Documentation on the degree of protection, type of storage, source, transfer, and processing.

3 Verification of conformity and implementation

- Definition of databases which are relevant to the Data Protection Act.
- Gap analysis based on the guideline (e. g. EDÖB guideline).
- Definition of measures to prevent breaches of conformity.
- Technical implementation of the measures.
- Creating employee awareness.

4 Regular verification and improvements

- Review of the defined measures.
- Reporting, e. g. data protection report for the management.
- Establishing a DPMS process (inventory, conformity, measures, documentation).



INFOGUARD – YOUR QUALIFIED PARTNER FOR GOVERNANCE AND COMPLIANCE

The Swiss Data Protection Act is not alone: a range of national and international directives join with it, to require a complex of security measures which affect your organization and processes as well as your infrastructure. We help you analyse and implement these measures, in order to ensure consistent compliance with statutory requirements.

You can rely on our know-how at every stage from strategy to implementation. We are specialists for information security in companies' business processes and public administrations. Drawing awareness, providing consulting services and training, plus the development and implementation of technical security solutions are among our skills.

**Your security is our goal –
We ensure full compliance with your security requirements.**

InfoGuard – The Swiss Cyber Security Expert

InfoGuard is the Swiss expert for comprehensive cyber security and innovative network solutions. You can benefit from our experience, professionalism and reliability in the auditing, consultation, architecture and integration of leading network and security solutions. We deliver state-of-the-art cloud, managed and cyber defence services from our ISO 27001-certified InfoGuard Cyber Defence Center located in Switzerland.

InfoGuard AG
Lindenstrasse 10
6340 Baar / Switzerland
Phone +41 41 749 19 00

Office Bern
Stauffacherstrasse 141
3014 Bern / Switzerland
Phone +41 31 556 19 00

INFOGUARD.CH