REGULATION &
COMPLIANCE OFFICE

Compliance Services

GDPR & Data Protection Services

About RACO

Regulation & Compliance Office (RACO) is a specialist compliance consultancy ensuring law firms meet regulatory expectations.

We give law firm managers and owners confidence that their firm is compliant, allowing them to focus on their practice while we manage the demands of an evolving regulatory environment.

Our approach is to work as part of your firm, delivering proportionate and practical solutions that reflect how your business operates in practice. Whether you require a fully outsourced service or additional support for your internal team, we provide the expertise and resource required.

We believe in a proactive approach to compliance. It is not only about meeting regulatory requirements, but being able to demonstrate that appropriate systems and controls are in place to prevent issues and respond effectively where required.

Service Overview

Our GDPR & Data Protection services provide law firms with a structured approach to managing compliance with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025 (DUAA).

The service covers auditing, policy drafting, compliance support and training, enabling firms to address specific requirements or implement a comprehensive data protection framework.

Each service can be delivered as a standalone engagement or combined into a full annual subscription, providing ongoing support from our compliance team.

This ensures your firm has appropriate and compliant Policies, Controls and Procedures (PCPs) in place, which are maintained and updated as regulations and best practice evolve.

GDPR & Data Protection Audit

STAND ALONE PRICE: £2,400 +VAT

We offer specialist GDPR auditing services designed to assess a firm's data protection practices and compliance with the UK GDPR and Data Protection Act 2018.

The ICO advises that audits are a key part of assisting organisations in understanding and meeting their data protection obligations, ensuring controls are fit for purpose and that policies and procedures effectively support and document compliance.

The audit will provide management with confidence that the firm is compliant and able to demonstrate that compliance.

Key areas considered include:

- Policies and procedures
- Data retention approach and management
- System security
- Data storage processes (internal and external)
- Data management controls and portability
- Cyber crime protection and awareness
- Remote working arrangements
- Contracts and terms and conditions
- Data controller and processor arrangements
- Customer and staff notices
- Internal systems and controls
- Reporting and breach management
- Subject Access Request management
- ICO reporting and engagement

A full report will be issued, followed by a discussion of findings, recommendations and required actions.

GDPR & Data Protection Policies, Controls & Procedures Suite

STAND ALONE PRICE: £1,200 +VAT

We provide a comprehensive set of bespoke data protection policies, controls and procedures to ensure your firm meets its legal obligations.

Policies are drafted to reflect how your firm operates in practice and cover both internal compliance and client-facing documentation.

Internal policies and controls include:

- GDPR and DUAA Policy
- Data Retention Policy
- Bring Your Own Device Policy
- IT and Cybersecurity Policy
- Information Security Policy
- Data Protection Impact Assessment Template
- Employee and recruitment privacy notices
- Data notices and DSAR notices

Website and client-facing documentation includes:

- Privacy Policy
- Cookie Policy
- Website Terms and Conditions
- Client data notices

GDPR & Data Protection Training

STAND ALONE PRICE: £800 +VAT (HALF-DAY SESSION)

We provide tailored training for all staff, Data Compliance Managers and Officers, and senior management.

Training covers:

- UK GDPR and Data Protection Act principles
- Roles and responsibilities
- Data management and retention
- Breach management and reporting
- Subject Access Requests
- ICO engagement
- System safeguards

All sessions are tailored to the firm and can be delivered without a minimum number of delegates.

DUAA Website Compliance Package

STAND ALONE PRICE: £500 +VAT

With updates under the Data (Use and Access) Act 2025, many firm websites require updates to remain compliant.

This package addresses the practical changes required, including:

- Updated data protection complaints policy
- Cookie policy review and updates
- DSAR guidance note

This service is delivered jointly with FireTap Legal Marketing.

Full GDPR & Data Protection Compliance Service – Annual Subscription

FROM £3,000 +VAT (ANNUAL COST)

Our annual subscription service provides an ongoing solution for managing data protection compliance within the firm.

The service ensures your firm has appropriate Policies, Controls and Procedures (PCPs) in place, which are maintained by us.

The service includes:

- Breach advice and guidance
- Register management
- Policy drafting and maintenance
- Terms and conditions and contract support
- Website policies and documentation
- Training for Data Protection Officers and staff
- Independent auditing
- ICO breach reporting
- Subject Access Request management

This service provides ongoing support to ensure the firm remains compliant with GDPR and Data Protection requirements.

Pricing

All services can be taken individually or combined depending on the needs of the firm.
A tailored proposal can be provided based on the scope of work required.
All fees quoted are subject to VAT at the current standard rate.

Get In Touch

For more information about our compliance services, you can;

Email: **info@regulationandcomplianceoffice.co.uk**

Call: **0203 985 8550**

Visit our website: **regulationandcomplianceoffice.co.uk**

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