

**D169: DEMO OF GDPR INTEGRATED WITH BS 10012 SYSTEM
DOCUMENTATION KIT **Price 618 USD****

**Totally editable documentation package for quick process improvement
Completely editable documentation toolkit (PIMS Manual, procedures, policies, standard
operating procedures, blank forms, process approach, audit checklists etc.)**

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**Chapter-1.0 Contents of GDPR integrated with BS 10012 - Personal information
management System Documentation Kit (More than 155 document files)**

A. This editable documentation kit has 9 main directories in MS Word/excel, as below:

Sr. No.	List of Directory	Document of Details	
1.	PIMS Manual	12files in MS Word	
2.	Policy	29 policies in MS Word	
	Information Security Policy	23 policies in MS Word	
	GDPR - PIMS Policy	6 policies in MS Word	
3.	Procedures	23 procedures in MS Word	
	PMS Procedure	9 procedures in MS Word	
	GDPR – PIMS system Procedure	14 procedures in MS Word	
4.	Process Flow Charts	06 process flow chart in MS Word	
5.	Formats / Templates	59 formats in MS Word / excel	
	Name of departments		
	HR		05 formats in MS Word
	HW(Maintenance)		02 formats in MS Word
	GDPR & PIMS system (SYS)		37 formats in MS Word
	Marketing (MKT)		04 formats in MS Word
	Purchase (PUR)		03 formats in MS Word
	Software (SOFT)		04 formats in MS Word
Training (TRG)	05 formats in MS Word		
6.	Filled Formats	08 formats in MS Word	
	Filled Job Description	06 filled formats in MS Word	
7.	PIMS Audit Checklist	More than 300 questions	
	PIMS system auditing questions	More than 300 questions	
8.	GDPR along with PIMS document compliance matrix	01 File in MS Excel	

Total 156 files quick download in editable form by e delivery

To get more information about GDPR along with PIMS documentation kit [Click Here](#)

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B. Documented information package:

Our documentation kit contains sample documents required for system certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the BS 10012:2019, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

1. PIMS Manual:

It is a sample copy of PIMS manual having clause-wise details of how BS 10012 system is implemented. The PIMS manual is tier-1 of BS 10012 documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per BS 10012 for implementation, sample policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Page No.
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	==
Annexure		
ANX-I	List of PIMS Procedures	1 – 1
ANX-II	Glossary of Terms	1 – 2
ANX-III	Process Flow Chart	1 – 4

2. GDPR - PIMS& Information Security Policies

2.1 Information Security Policies (23 policies)

It covers guideline for controls applied as per PIMS guidelines. The policy document templates are provided to frame the information security controls as listed below.

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List of Policies

1. Acceptable use policy-Information services
2. Infrastructure Policy
3. Policy For Access Card
4. Back up Policy
5. Clear desk and clear Screen Policy
6. Physical Media & Disposal Sensitive Data
7. Electronic Devices Policy
8. Laptop Policy
9. Password Policy
10. Patch Management
11. User registration Access Management
12. Policy for working in Secured Areas
13. Visitor Policy
14. Work Station Policy
15. Cryptographic Policy
16. LAN Policy
17. Training Policy
18. Mobile Computing Policy
19. Teleworking Policy
20. Internet
21. Messenger And E mail
22. Change Control
23. Freeware and Shareware Policy

2.2 GDPR - PIMS Policies (06 policies)

It covers guideline applied as per GDPR guidelines. The policy document templates are provided to frame the GDPR implementation as listed below.

List of Policies

1. Data Protection Policy and Framework
2. Privacy by design and by default
3. Data Retention Policy
4. Cross-border processing or transfers of personal data
5. Data Classification Policy
6. Cookies Policy

3.0 PIMS & GDPR procedures

3.1 IS Procedures: (09 Procedures)

It covers sample copy of mandatory all the Information security procedures as well as Information security procedures covering all the details as per ISMS requirements.

List of IS Procedures

1. Scope Documentation For Implementation
2. Approach Procedure For PIMS Implementation
3. Procedure For Risk Management
4. Procedure For Organization Security
5. Procedure For Access Control
6. Procedure For human resource Security
7. Procedure For Physical And Environmental Security
8. Procedure For Legal Requirements
9. Procedure for Business Continuity Management Planning

To get more information about GDPR along with PIMS documentation kit [Click Here](#)

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3.2 PIMS Procedures: (14 Procedures)

It covers sample copy of mandatory all the Information security management system procedures as well as Information security management system procedures covering all the details as per ISMS requirements.

List of PIMS Procedures

1. Procedure of Protecting PII
2. Data Inventory Management
3. Obtaining Valid Consent
4. Privacy Impact Assessment procedure
5. Data Subject Access Request Procedure
6. Data Breach Management Procedures
7. Procedure for handling Data Subject Rights
8. Procedure For Management review
9. Procedure For Document Control
10. Procedure For Corrective Action
11. Procedure For Control Of Record
12. Procedure For Internal Audit
13. Procedure for handling of nonconformity
14. Procedure For Training

4. Process Flow Charts (06 Process Flow Charts)

It covers guideline for processes, process model. It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

List of Process Flow Chart

1. Tax Account Related BPO-Work
2. Marketing
3. Purchase
4. Software Development
5. HRD and Training
6. Web Application

5. Blank Formats: (59 Blank Formats)

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

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List of Blank Formats

HR		Training	
1.	Visitor Entry Register	6.	Training Calendar
2.	Employee leaving/transfer/termination Checklist	7.	Employees Competence Report
3.	Employment confidentiality and Non-competition agreement	8.	Induction Training Report
4.	Job Description and Specification	9.	Training Report
5.	Supplier confidentiality and Non-competition agreement	10.	Skills Matrix Sheet
Purchase		Hardware	
11.	Purchase Order	14.	Breakdown History Card
12.	Material Inward / Outward Record	15.	Preventive Maintenance Check List
13.	Approved supplier list		
Marketing		Software	
16.	Contract Review Checklist / Summary of Contract	20.	Software Project Plan and Review Approval Register
17.	Customer Complaint Report	21.	Minutes of meeting
18.	Customer Feed Back Form	22.	Configuration Items List
19.	Service level agreement	23.	Change Request
SYS (Privacy Information Management Security)			
24.	Parent/legal guardian consent form	25.	Internal PIMS Audit NCR Report
26.	Parental consent withdrawal form	27.	PIMS Audit Check List Report
28.	Consent form	29.	Continual Improvement Monitoring Log
30.	Privacy impact assessment form	31.	Asset register
32.	Non-Disclosure Agreement for Third Parties	33.	Risk Assessment and Treatment Plan
34.	Data subject action request form	35.	New User Creation Form
36.	Data Breach Management from	37.	Media Disposal and Scrap Record
38.	Agreement copy between processor & controller	39.	Security incident Investigation Form
40.	Consent Withdrawal Form	41.	Capacity Planning
42.	DPO appointment letter	43.	Business Continuity Test Report
44.	Access Request Confirmation Letter	45.	PIMS Objective Monitoring Report
46.	Right to erasure request form	47.	Key Activities Input And Output
48.	Master List And Distribution List Of Document	49.	Asset Identification And Classification
50.	Change Note	51.	Data transfer register
52.	corrective & preventive action report	53.	Implementation Of Recommended Controls
54.	Master List Of Record	55.	Outsourced Service Details
56.	PIMS objectives implementation plan	57.	Data Retention Schedule
58.	Audit Plan / Programme	59.	Data Breach Register

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7. Filled Formats: (14 Filled Formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Filled Formats

	Job Description
1. Asset Register and Evaluation	
2. Business Continuity Test Report	
3. Asset Identification And Classification	9. Job Description and Specification - Director
4. Risk Assessment and Treatment Plan	10. Job Description and Specification – HR Head
5. Master Compliance Matrix	11. Job Description and Specification – PIMS coordinator
6. PIMS Objectives Monitoring Sheet	12. Job Description and Specification – Networking Engineer
7. People Assets	13. Job Description and Specification – DPO
8. Risk Assessment And Treatment Plan	14. Job Description and Specification – Software Developer

8. Audit Checklist (More than 300 Audit check list questions)

PIMS requirement wise as well as technical audit checklist and best practices are given.

1. PIMS Clause wise

9. GDPR along with BS 10012 Compliance Matrix

This compliance matrix contains GDPR along with BS 10012 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the GDPR and PIMS documents.
2. The kit takes care of all the sections and sub-sections of GDPR compliance and PIMS standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own GDPR and PIMS documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

For purchase, Click Here →



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